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TECHNICAL REPORT  
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**FULL FOOD SERVICE CONTRACT  
FOR ARMY DINING FACILITIES**

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20. ABSTRACT (cont'd)

commercial catering firms for food and food services.

The broad objectives of this project were to provide a performance oriented Full Food Service Contract for Army Dining Facilities. The project includes a Statement of Work for Section C; an Inspection and Acceptance Plan with a table for calculating a reduction of payment to the contractor for nonperformance or unsatisfactory performance for Section E; a Quality Assurance Program to be performed by the Government; Contract Administration Data for Section G; Special Provisions for Section H; Evaluation Factors for Award for Section M; and Examples of Bid Schedules.

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## PREFACE

The staff at Food Engineering Laboratory, Animal Products Group, of the US Army Natick Research and Development Laboratories, was tasked by the Troop Support Agency, Ft. Lee, VA, to develop a Full Food Service Contract for Army Dining Facilities in response to Military Service Requirement (M.S.R.) USA 8-9, Specifications for Food Service Contract. Project Number 728012.19000, Production Engineering in Support of the DoD Food Program, covered the funding for this project. Project Officer was Mr. James Halkiotis.

Members of the Air Force were tasked to write a similar document for Air Force use. The authors thank Mr. Hank Dylla, Air Force AFESC, Tyndall Air Force Base, Panama City, Florida, for his assistance and cooperation in an exchange of information that resulted in an improved document.

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## FULL FOOD SERVICE CONTRACT FOR ARMY DINING FACILITIES

### INTRODUCTION

#### Objective

In the revised Office of Management and Budget (OMB) Circular A-76 issued in March 1979, there is the following statement:

The Government's business is not to be in business. Where private sources are available, they should be looked to first to provide the commercial or industrial goods and services needed by the government to act on the public's behalf.

As a result of this mandate, the Army selected food service as an operation that can be converted from in-house to a contractor-operated activity.

Current food service contracts for the US Army Dining Facilities total in excess of 100 million dollars per year. Indications are that contracting out, as a result of the current Office of Management and Budget requirements, will increase significantly. Development of a standardized US Army Food Service Contract for use by all major commands will improve efficiency and effectiveness of administration. This food service purchase document will eventually result in the savings of millions of dollars through improved operations, through the use of systematized bid units, and through enforceable inspection and acceptance procedures.

Government purchase documents consist of a complete solicitation package that includes the following sections:

Section A	Contract Form
Section B	Supplies Services and Prices
Section C	Description Specifications
Section D	Packaging and Marketing
Section E	Inspection and Acceptance
Section G	Contract Administration Data
Section H	Special Provisions
Section M	Evaluation Factors for Award

The basic requirement for this project was to develop the Description Specification/Statement of Work, which is Section C of the purchase specifications, and the Government's Inspection and Acceptance Plan; Section E, Contract Administration Data; Section G, Special Provisions; Section H, and Evaluation Factors for Award; Section M were also developed.

Information applying to Sections A, B, D and F is not included in this report, inasmuch as these sections are standard form and are prepared by the Government's Contracting Officer.

### **Section C: The Statement of Work**

The basic section of the Army's Food Service Contract is the Statement of Work (SOW) Section C. This SOW was developed in compliance with provisions of OMB Circular A-76, which states that service contracts are to be performance-oriented and not requirements-oriented. The SOW states clearly and precisely what is to be done without prescribing how the work is to be performed. Performance standards are provided comparable to the ongoing level of performance prior to contract conversion. Maximum flexibility was written into the document to permit contractors to utilize the most efficient approach consistent with their organization and resources. The SOW also describes all duties, tasks, responsibilities, frequency of performance, and requirements for furnishing facilities, equipment, and supplies.

### **Section E: The Inspection and Acceptance**

The Inspection and Acceptance Section explains the requirements and standards for performance of service necessary for acceptable contract performance. It describes the quality assurance methods the government will use to evaluate the contractor's performance in meeting the contract requirements and also describes the procedure the government will use in reducing the contractor's payment when performance or standards of performance are determined to be in noncompliance with contract requirements. A table of deductions is included for determining the amount of money a contractor's payment will be reduced by, when services are not adequately performed.

#### **Quality Assurance and Inspection Plan**

The Quality Assurance Inspection Plan has been developed to supplement Section E, Inspection and Acceptance, of this contract and to aid the Contractor Officer's Representative (COR) for providing an effective and systematic method of inspection.

### **Section G: Contract Administration Data**

This section provides successful bidders with instruction for invoices and payment.

### **Section H: Special Provisions**

This section explains the method the government uses for controlling gains and losses in the subsistence account. Cumulative gains in excess of 3% of earned income may be considered indicative of improper management control.

### **Section M: Evaluation Factors for Award**

This section explains the factors that the government uses for purpose of determining low bidder. The procedure for a two-part preaward survey is described.

**SECTION C**  
**STATEMENT OF WORK**

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## 1. SCOPE AND GENERAL REQUIREMENTS

**1.1 Scope.** This Contract covers the requirements for providing full food services in Government-owned, Contractor-operated dining facilities. The Contractor shall provide all management personnel, qualified personnel to operate each functional area, supplies and materials (except Government-furnished subsistence) transportation when applicable, preventive maintenance of equipment, sanitation and custodial services, quality control, and any other resources required to operate all functional areas competently and in accordance with the terms and conditions of this contract. Government facilities are described in Exhibit 1.

**1.2 Applicable Documents.** Unless otherwise specified, the Contractor shall perform all work under this contract in accordance with applicable provisions of documents referenced in Section 6.

### 1.3 Dining Facility Operating Hours, Schedules and Required Services.

**1.3.1 Normal.** The normal operating hours for the dining facilities are listed in Exhibit 2. During the designated service hours for the dining facilities, any authorized patron who enters the dining facility shall be offered a complete meal. At least one serving line shall remain open until all personnel who entered the facility during posted meal hours have been served.

**1.3.2 Holiday Food Service.** (NOTE: Adjust serving times to meet local requirements describing which holidays are subject to serving hour changes). Dependents and guests of military personnel, as authorized by the installation commander, shall be permitted to eat in the dining facilities at the holiday meal on Thanksgiving and Christmas. Increased attendance can be expected and extended hours may be necessary. Special holiday schedules during Thanksgiving, the Christmas season, and other special occasions will be made available to the Contractor at least 9 days prior to the holidays. Menu items and the number of meals to be served for these holidays, can be expected to increase. The Contractor shall provide service during these holidays at no additional cost to the Government.

**1.3.3 Guest Feeding.** Dependents and guests are authorized to eat in the dining facilities (NOTE: each installation is to list local requirements).

**1.3.4 Special Mission Requirements.** (NOTE: Describe food service support for military exercises and other special missions that are known at the time the contract is written. Give best estimates of requirements for Contractor's scheduling of anticipated workload. These requirements are part of the Contractor's bid.)

**1.3.5 Special Situations Requirements.** Special situations (i.e., structural fire, aircraft accident and rescue operations, civil disturbances, weather warnings, installation alerts, troop movements) may necessitate the dining facility operating on an extended basis of up to 24 hours a day. The Contractor shall provide these services as requested by the Contracting Officer at the hourly rate listed in the bid schedule for special situations, see Exhibit 2.

**1.3.6 Consolidating Dining Facilities.** During weekends and holiday periods, meals may be served in reduced number of facilities. NOTE: The Government will provide \_\_\_\_\_ advance notice of such condition days.

**1.3.7 Opening or Closing Dining Facilities.** The Government reserves the right to add or delete dining facilities during the contract period. A closure may be indefinite or on a further notice basis. The Contractor will be given \_\_\_\_\_ days notice of any change. The Contractor shall leave the facility in a clean and sanitary condition. The movement of subsistence, supplies, and equipment shall be accomplished by the Contractor.

**1.3.8 Access to Government Facilities.** Government agencies shall, at all reasonable times, have access to the premises for official inspections or to conduct site visits for follow-on contracts.

**1.3.9 Nonsmoking Areas.** The Contractor shall post signs on tables identifying nonsmoking area(s) that will be designated by the COR.

**1.3.10 Lost and Found Articles.** All items found shall be turned in to the Project Manager who shall follow the Contracting Officer's instructions on the return or disposal of these items.

**1.3.11 Dining Facility Decorations.** The Contractor shall place and remove dining facility decorations on days specified. See Exhibit 2.

#### **1.4 Personnel.**

**1.4.1 General.** The Contractor shall furnish administrative, supervisory and direct labor personnel to accomplish all work required. The Contractor shall not hire off-duty Contracting Officer's Representatives. Military personnel on active duty shall not be employed to work as contractual employees under this Contract. Contractor employees who come into contact with personnel being served shall be able to speak and understand English.

**1.4.2 Project Manager.** The Contractor shall provide an installation project manager who shall be responsible for the overall management, competent performance of work, and coordination of this contract. This individual shall act as the central point of contact with the Government. The project manager shall devote full time to overall supervision of the contract and shall not be assigned any additional duties.

**1.4.3 Project Manager Presence.** Contractor supervision is a 24-hour, seven-days-per-week responsibility. Duties include building security, maintenance, and other responsibilities after normal duty hours. The project manager, or a person designated in writing to act in the Contractor's behalf, shall be present during all hours when contract employees are working.

**1.4.4 Medical Certificates.** The Contractor shall ensure that all personnel have a current medical certificate, DD Form 2013, before going to work. Food handlers' physical examinations will be provided by the installation Medical Department Activity at no cost to the employee

or Contractor. Copies of the medical certificates shall be maintained at the duty location. Certificates must be renewed each year on or before the anniversary date of the card. Civilian-issued health certificates that meet the requirements prescribed in AR 40-5 may be acceptable, in lieu of DD Form 2013, at the discretion of the installation medical authority.

#### **1.4.5 Hygiene and Cleanliness.**

**1.4.5.1 Washing Hands.** The Contractor shall ensure that employees wash their hands upon reporting for work, immediately after each visit to a laboratory, after smoking, taking a break, and after handling raw meat, poultry, or garbage.

**1.4.5.2 Wearing Jewelry.** With the exception of plain wedding bands, engagement rings, and wristwatches, food handlers shall not wear jewelry, such as bracelets or similar items, while preparing or handling food.

**1.4.5.3 Fingernails.** All personnel shall have fingernails that are clean, cut short, and devoid of nail polish.

**1.4.5.4 Hair and Hair Restraints.** Contractor personnel entering or working in food preparation or service areas shall wear hair nets or other effective hair restraints if the hair touches the collar line of either males or females. Hair shall not present a ragged or unkempt appearance, and in no case will length or bulk of hair interfere with wear of chef or cook headgear. Sideburns may be worn provided they are neatly trimmed and extend no lower than the lobe of the ear, with the base a clean-shaven, horizontal line. The face shall be clean shaven, except that a moustache may be worn if kept neatly trimmed and with no portion extending beyond the corners of the mouth falling below a line parallel and even with the bottom of the lower lip. Based upon criteria in Chapter 6, AR 40-5, goatees and beards may not be worn by food service personnel, with or without restraining device.

#### **1.4.6 Health and Disease.**

**1.4.6.1 Health.** The Contractor shall be responsible for inspecting personnel at the start of each day for any evidence of communicable diseases, boils, infected wounds, sores, or acute respiratory infection. Personnel with evidence of any health problem shall not be permitted to work in any capacity where there is likelihood of food or food-contact surface contamination with pathogenic organisms or transmitting disease agents to others.

**1.4.6.2 Disease.** The Contractor shall direct all food handlers to report to the installation medical facility immediately when any symptoms of a communicable disease are suspected. The Contractor shall make prior arrangements by calling the appropriate medical examination section. Food handlers relieved of duty due to illness shall be required to have a medical clearance before returning to work.

**1.4.6.3 Food Handler Records.** The Contractor shall keep current, for Government inspection, a list of the names of food handlers employed. This list shall include dates of food handler's training and the expiration date of the health card.

**1.4.7 Security.** (NOTE: Change to meet specific local requirements.) The Government will furnish Contractor personnel special identification when required by the Government. Personnel working in restricted areas shall obtain necessary clearances in accordance with established directives. Identification badges, clearances, etc., shall be returned to the Government when the employees no longer work in the restricted area.

**1.4.8 Vehicle Operators.** Contractor personnel operating a motor vehicle on the installation shall have a valid civilian license to operate a motor vehicle and shall comply with installation rules and regulations regarding motor vehicle use. Contractor personnel operating a Government vehicle shall, in addition to having a valid civilian driver's license, obtain a U.S. Government Motor Vehicle Operator's Identification Card from the Installation Motor Pool.

**1.4.9 Uniforms.** Employees shall be provided uniforms by the Contractor at start of employment. Employees shall wear the Contractor-furnished uniform only when on duty. Uniforms shall be freshly laundered, white or light pastel in color, well-fitting, color coordinated, and changed daily by each employee. They shall not contain commercial advertising except that hats or name tags may contain the Contractor's name. Shoes shall be of sturdy construction and shall cover the foot to meet sanitation and safety requirements. Open-toed shoes, sandals, sneakers, or shoes with high platforms, spiked heels or heels higher than two inches, shall not be worn.

**1.4.9.1 Senior or First Cooks.** The uniform shall be a short-sleeve shirt/blouse or coat; chef's hat; white, checkered, or other distinctively colored pants or skirts; and aprons as appropriate.

**1.4.9.2 Second Cooks and Cook Helpers.** The uniform shall be the same as the senior cook's uniform, but with white pants or skirt.

**1.4.9.3 Male Food Service Attendants.** The uniform shall be long trousers with conventional belt, short-sleeve shirt or coat, cap, and apron as appropriate. Employees with hair longer than six inches shall wear hair nets.

**1.4.9.4 Dress for Female Food Service Attendants.** The uniform shall be a short-sleeve dress or pantsuit, apron (as appropriate for work station), hair net, cap, and apron as appropriate.

**1.4.9.5 Name Tags.** All personnel shall wear name tags furnished by the Contractor with a minimum of the last name. In addition, the tag worn by the project manager and supervisors shall indicate their job title.

**1.4.10 Contractor Provided Instruction.** The Contractor shall, at no additional expense to the Government, provide adequate instruction for all employees to assure competent performance to meet the requirements of this Contract.

**1.4.10.1 Sanitation Instruction.** Prior to starting work, the Contractor shall provide all employees instruction in the principles and practices of personal hygiene and food service

sanitation as required by AR 40-5, paras. 6-2 and 6-3 and pursuant to provisions of TM8-525. The Contractor may be provided assistance from MEDDAC in establishing a program of instruction in sanitation, upon request to the Contracting Officer.

**1.4.10.2 Fire-Prevention Instruction.** All Contractor employees shall be instructed in fire prevention. The Contractor may be provided advice from the Installation Fire Chief in establishing a fire-prevention program, upon request to the Contracting Officer.

**1.4.10.3 Instruction in Other Areas.** Contractor employees, when required, shall be instructed in security, preventive maintenance, conservation of energy and utilities, care and operation of Government-owned facilities, vehicles, and equipment, and any other areas deemed necessary. Instruction may be provided by the appropriate installation agency upon request to the Contracting Officer.

**1.4.10.4 Local Regulations.** All employees shall be informed and instructed in applicable local regulations.

**1.4.10.5 Training Records.** Records of all training shall be maintained by the Contractor and made available for Government inspection.

**1.4.11 Meal Purchase Privilege.** Personnel who are employed under this contract may purchase meals while on duty. One meal shall be allowed for each four hours of scheduled work. The rate charged shall be the civilian rate, excluding the surcharge. The Contracting Officer shall designate a specific area in each dining facility where Contractor personnel shall eat their meals. Contractor employees who are observed eating Government subsistence or snacking at any time shall be required to pay for it. The charge shall be determined by the period of the day in which the snacking is observed. This is not applicable to normal sampling of small spoonfuls required for quality control. If the employee observed eating does not have funds to pay for the meal, the Contractor shall be required to pay.

**1.4.11.1 Meal Attendance Records.** A separate meal attendance record, DD Form 1544, shall be maintained for Contractor personnel consuming meals while on duty. The DD Form 1544 shall be over stamped "FOR CONTRACTOR PERSONNEL ONLY." Prior to partaking of any meal or part of any meal, Contractor employees shall sign the DD Form 1544 and pay the appropriate meal rate. Meals consumed by employees shall not count as meals for contract payment purposes.

**1.4.12 Use of Alcoholic Beverages/Drugs.** The use of alcoholic beverages or illegal drugs by Contractor personnel while on duty is strictly forbidden. Any violation shall be cause for an immediate order for removal of the offender(s) by the Contractor from further work.

**1.4.13 Use of Tobacco.** Employees shall not use tobacco in any form while engaged in food preparation or service, nor while in food storage, preparation, or service areas, nor warewashing areas. Employees may use tobacco only during break periods in designated areas.

**1.4.14 Loitering.** Contractor employees shall not loiter in any working or patron area. Upon completion of their assigned shift, or after eating, employees shall promptly depart from the food service facilities.

**1.4.15 Removal of Contractor Employees.** The Government reserves the right to require removal of any Contractor employee who endangers persons or property, who wrongfully appropriates Government funds, food, or other property, who doesn't possess a valid food handler's certificate, or whose continued employment is inconsistent with the interests of military security. In such cases, the Contracting Officer will advise the Contractor of the reason(s) for requesting an employee's removal. Removal of employees for any cause shall not relieve the Contractor of the requirement to provide sufficient personnel to perform services adequately.

**1.4.16 Organization Chart.** The Contractor, prior to the start of a contract, shall furnish the Contracting Officer with a copy of the Contractor's Organization Chart along with the names, addresses, and telephone numbers of the Project manager and those of any assistant(s). Revised copies shall be promptly furnished when changes occur.

## **1.5 Contractor Quality Control.**

**1.5.1 Contractor's Quality Control Program.** The Contractor shall establish and maintain a quality control program. A copy of the Contractor's quality control program shall be provided to the Contracting Officer. An updated copy shall be provided to the Contracting Officer on contract start date and each time changes are made to the program.

**1.5.1.1 Contractor Inspection System.** The Contractor shall establish and maintain an inspection system to implement the Quality Control program. The inspection system maintained by the Contractor shall be in compliance with Section I, General Provision entitled, Inspection of Services. All Contractor Quality Control Inspections shall be reported on forms similar to the Government's inspection form or forms approved by the Contracting Officer. The Contractor's inspection forms, when completed by the quality control inspector, shall contain information in detail to provide documentation of all inspections required to assure conformance to contract requirements, as well as a record of all corrective actions taken to eliminate deficiencies in performance. Unless otherwise specified in the contract, the Contractor is responsible for the inspection and compliance of all required services as specified in Section E. The Government reserves the right to perform any inspections where such inspections are deemed necessary to assure that supplies and services conform to prescribed requirements. Any unsatisfactory performance detected during a Government inspection, even if not in excess of the Acceptable Quality Level (AQL), shall be initiated by the Contractor on the COR's Quality Assurance Discrepancy Checklist. Any unsatisfactory performance that is determined by the Government to be cause for a public health hazard shall be reperformed.

**1.5.1.2 Maintaining an Inspection File.** The contractor shall maintain a file of the records of all inspections conducted and corrective action taken when deficiencies are found. This documentation shall be kept complete and available to the Government during the term of the contract.

**1.5.1.3 Contract Discrepancy Report.** When the Contractor's performance is determined to be unacceptable by the COR, a Contract Discrepancy Report (CDR) will be prepared by the Contracting Officer and given to the Contractor. The Contractor shall reply in writing giving the reasons for the unacceptable condition, the corrective actions, and procedures to prevent recurrence. Unacceptable performance will result in a payment deduction as specified in Section E.

**1.5.1.4 Performance Evaluation Meetings.** The project manager shall meet with the COR and the Contracting Officer weekly during the first month of the contract, as deemed necessary by the Contracting Officer thereafter, and whenever a Contract Discrepancy Report is issued. The written minutes of these meetings, prepared by the Contracting Officer, shall be signed by the Contractor's project manager, Contracting Officer, and COR. The Contractor shall provide the Contracting Officer a written response regarding any areas of nonconcurrence with the minutes.

**1.6 Standard Operating Procedure.** The Contractor shall submit a written standard operating procedure (SOP) for cooks, other kitchen personnel, and dining facility personnel. The SOP shall provide standard and uniform procedures for all dining facilities, plus any special requirements for individual facilities. A copy of the SOP shall be given to the Contracting Officer at the contract start date and an updated copy as changes occur. The Contractor shall post in each dining facility an updated copy of the SOP in a place accessible to kitchen personnel.

**1.7 Food Service Surveys.** The Contractor shall conduct customer surveys and other studies when required by the Contracting Officer. Forms for evaluation will be furnished by the Government and shall be made available by the Contractor to patrons at each cashier stand. The Contracting Officer's Representative (COR) shall make provisions for collection of completed forms. The types and frequency of surveys are indicated in Exhibit 7.

## **2. DEFINITIONS**

**2.1 General.** Definitions of terms and phrases are included in AR 40-5, Chapter 6 and in Appendix A of AR 30-1. Frequently used and other terms used in this statement of work are added below: (NOTE: Add to or change this glossary to clarify local conditions.)

**2.2 Contracting Officer.** The individual currently designated in writing as a Contracting Officer with authority to enter into and administer contracts.

**2.3 Troop Issue Subsistence Activity (TISA).** The element of an installation responsible for acquiring, storing, issuing, selling, and accounting for subsistence supplies.

**2.4 Troop Issue Subsistence Officer (TISO).** The individual responsible for the administration of the TISA functions.

**2.5 Contracting Officer's Representative (COR).** An individual appointed by the Contracting Officer to evaluate and accept the Contractor's performance.

**2.6 Medical Department Activity (MEDDAC).** The activity responsible for defining, setting, and monitoring sanitary standards and procedures of food service activities at an Army installation.

**2.7 Preventive Medicine Office (PMO).** A part of MEDDAC responsible for inspecting sanitary conditions of dining facilities and applying ratings based on their professional qualitative judgment.

**2.8 Veterinary Corps.** A part of MEDDAC that is responsible for inspecting all suspect food to determine fitness or safety for human consumption.

**2.9 Subsistence.** This term includes all foods, beverages, and condiments.

**2.10 Serving Line(s).** The place and equipment used in dining facilities to serve food items. It includes such items as associated tableware, beverage bars, salad bars, plate dispensers, silverware dispensers, bread warmers, ice cream freezers, hot counters, cold counters, toasters, griddles, and deep-fat fryers.

**2.11 Leftovers.** Leftovers are the unserved portions of items prepared for a specified meal.

**2.12 Master Menu.** The Master Menu, SB10-260, is the document that stipulates breakfast, lunch, and dinner menus for each day of the month with a daily menu for short-order meals. It provides menu choices (except left-overs), including individual breads, salads, desserts, soups, etc., to be served during each meal. The Master Menu also includes the ingredients and quantities required for each menu.

**2.13 Installation Menu Board.** The installation menu board is a panel of personnel that plans and provides for all anticipated subsistence requirements for the installation. A specific function of the board is to review the Master Menu, add or change a menu item, and determine the extent to which it will be implemented.

**2.14 Potentially Hazardous Foods.** Any perishable food, which consists in whole or in part of dairy products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting growth of infectious or toxicogenic microorganisms of public health significance, is potentially hazardous.

**2.15 Work Request.** A work request is one made for maintenance (to include repair, servicing, or calibration) or additions or changes to current facilities.

**2.16 Sanitizing Solution.** A chlorine solution or other solution that is approved by the PMO for sanitizing purposes (NSN 6810-10-035-5432 Disinfectant, Food Service).

**2.17 Progressive Food Preparation (Batch Cookery).** The continuous preparation of food items during the entire meal period is progressive preparation.

**2.18 Acceptable Quality Level (AQL).** The acceptable quality level is the maximum number of defects or degrees of deviation from perfect performance for each specific contract requirement before the Government will consider contract performance unacceptable. As long as the defective performance does not exceed the AQL, the service will not be rejected by the Government.

**2.19 Facilities.** Facilities are those Government-furnished, operating buildings and areas assigned to the Contractor for contract performance.

**2.20 Equipment.** The items that are used in the storage, preparation, cooking, transporting, and serving of food. Equipment also includes items used in cleaning and/or sanitizing, as well as those used for transporting and storage of supplies.

**2.21 Supplies.** Expendable items, such as dishes, paper goods, janitorial and housecleaning items, soaps, linens, pots, pans, silverware, canned heat, etc., are supplies.

**2.22 Preventive Maintenance.** Normal user care of supplies or equipment such as cleaning, oiling, etc., is preventive maintenance.

### **3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

**3.1 General.** The Government will furnish the facilities equipment, supplies, and related services listed below.

**3.2 Facilities.** Food service facilities (as listed in Exhibit 1), including these related services:

1. Utilities: gas, electricity, and water;
2. Insect and rodent control;
3. Garbage and trash pickup from one central dining facility location;
4. Class C (on-base) telephone service for official contract business only;
5. Alteration, repairs, and maintenance of building/facilities.

#### **3.2.1 Equipment and Utility Services.**

**3.2.1.1 Connecting Equipment.** Connecting equipment for new equipment to utilities services.

**3.2.1.2 Electrical Power.** Electrical power into and including panel board, circuit breaker, magnetic contactor, etc.

**3.2.1.3 Sewer Lines and Drains.** Supplying sewer lines from floor and wall drains of buildings.

**3.2.1.4 Gas Service.** All gas service up to and including supply leading into each piece of equipment.

**3.2.1.5 Repair Refrigeration.** Repair walk-in refrigeration except for handles, hinges, gaskets, and compressor units.

**3.2.1.6 Equipment, Repairs, and Maintenance.** Alterations, repairs, and maintenance of equipment (exclusive of preventive maintenance).

**3.2.1.7 Calibrate Thermostats.** Check the calibration of thermostats on broilers, fryers, grills, ovens, etc., on a quarterly basis.

**3.3 Equipment** (as listed in Exhibit 3). If the Contractor considers that additional items of equipment will improve the services being furnished, the Contractor shall request the equipment in writing. Requests for new equipment notwithstanding, the Contractor shall meet contract requirements with existing equipment. Equipment provided for usability tests shall be used as stipulated at no additional expense to the Government. The Government reserves the right to furnish replacement equipment or other new equipment to improve food service methods or output.

**3.4 Subsistence.** All subsistence (including beverages, accessory foods, and condiments).

**3.5 Expendable Supplies.** (NOTE: Change if the responsibility for the initial supplies or their replacement is modified because of local conditions). Initial supplies of food preparation and serving utensils, tableware, and other supplies in the quantities listed in Exhibit 4.

**3.6 Office Equipment.** Office equipment furnished will be limited to that as listed in Exhibit 3.

**3.7 Army Regulations and Department of Defense Directives and Forms.** As listed in Section C-6.

**3.8 Decorative Materials.** Decorative materials for holidays and special occasions.

**3.9 Vehicles and Operators.** For transporting subsistence, equipment, and supplies when specified (see 5.2.6).

**3.10 Table Cloths and Napkins.** (Optional. If tablecloths and napkins are to be used, indicate here. If contractor is to furnish, delete this para and insert as para 4.2.9). Decisions shall be based on most economical method whether to buy or rent.

#### **4. CONTRACTOR-FURNISHED EQUIPMENT, SUPPLIES, AND MAINTENANCE ITEMS**

##### **4.1 Equipment.**

**4.1.1 Floor Care Equipment.** Commercial-type floor cleaning, waxing, and buffing equipment.

**4.1.2 Carpet Cleaning Equipment.** Vacuum cleaner (mechanical beater or powered brush type with micro filters), shampooing equipment, and nonelectric carpet sweepers where carpets are installed.

**4.1.3 Dishwashing Supplies.** Detergent/rinse additive dispensers for dishwashing equipment.

**4.1.4 Calculators and Typewriters.** Shall be furnished by Contractor.

**4.1.5 Vehicles.** For transporting subsistence, supplies, and equipment when specified (see 5.2.6).

#### **4.2 Supplies.**

**4.2.1 General.** All operating supplies listed in Exhibit 5 and any other supplies necessary to meet contract requirements.

**4.2.2 Cleaning Supplies.** All cleaning supplies shall meet the minimum requirements for quality as shown in Exhibit 5. In addition, commercial grade detergents and rinse additives for dishwashing machines must be formulated to water hardness of this area.

**4.2.3 Tablecloths.** (NOTE: Types, sizes, and colors to be used shall be determined at local level and stated in the specification. Refer to 3.10 if Government furnished.)

**4.2.4 Uniforms.** Employee uniforms, special type clothing (jackets, gloves, safety shoes, rubber aprons, etc.)

**4.2.5 Office Supplies.** All necessary office supplies.

**4.2.6 Thermometers.** Food-service thermometers of all types (including oven thermometers self-indicating, Binetallic, Type III, Oven, Fed CG-T-353), griddle thermometers, deep-fat fryer thermometers, portable thermometers for refrigerators and supervisors' testing thermometers (NSN 685-00-444-6500 or equal).

**4.2.7 Knives.** Cooks' and kitchen knives of all types.

**4.2.8 Garnish.** Artificial garnish for serving lines.

**4.3 Equipment Maintenance Tools and Supplies.** Tools and supplies necessary for routine preventive maintenance. See paragraph 5.12.1.

### **5. SPECIFIC TASKS**

**5.1 Menu and Subsistence Support.**

**5.1.1 Master Menu.** The Contractor shall comply with the Master Menu as modified by the Installation Menu Board, except in the planning and use of leftovers, which shall be the responsibility of the Contractor.

**5.1.2 Installation Menu Board Meeting.** The Project Manager or another Contractor's designated representative shall attend Installation Menu Board Meetings as a nonvoting member. The Contractor will be furnished minutes of the meetings, the Installation Menu, and the modified Recapitulation of Menu Issues, SB 10-260-1. This recapitulation will reflect all menu changes/additions and resulting changes in desired issue quantities. The Contractor will be furnished the Basic Daily Food Allowance (BDFA) at the beginning of each month. The BDFA, together with the number and type of meals served, will determine the monetary food allowance earned for each GOCO dining facility, within which each individual facility must operate.

**5.1.3 Posting of Daily Menus.** Prior to the dinner meal period each day, the Contractor shall post typewritten daily menus for the following day on the menu display board or other location designated for each dining facility, in order that diners may be apprised of the next day's menu. When menu boards are furnished by the Government, they shall be used in lieu of typed menus. Low-calorie and ethnic items shall be identified on the menu.

## **5.2 Requisitioning and Receipt of Subsistence.**

**5.2.1 Requisitioning Subsistence.** The Contractor shall requisition and provide receipt for subsistence on forms and the schedule prescribed by the Troop Issue Subsistence Officer (TISO). Subsistence supplies will be furnished by the Troop Issue Subsistence Activity (TISA) by direct issue from applicable storage points and by direct vendor delivery to the dining facility. (NOTE to Acquisition Activity: If dining facility(ies) is/are not equipped for baking breads and pastries, indicate here that such items as are included in the installation menu shall be ordered for delivery to the dining facility from vendor sources, in accordance with (IAW) instructions to be provided by the TISO. In this case, delete all after "and preparing of all meals," in the first sentence of para 5.5.2.)

**5.2.2 Delivery of Subsistence.** When applicable (see 5.2.6) the Contractor shall pickup subsistence on a schedule designated by the TISO. Subsistence delivered by Government personnel and vehicles to the dining facilities shall be off-loaded by Contractor personnel.

**5.2.3 Personnel Authorized to Request and Receipt for Subsistence.** The Contractor shall list on DA Form 1687 Contractor personnel authorized to sign for supplies, for specific facility, or for entire group of dining facilities under Contractor control. Each person authorized to request and receipt for subsistence shall be issued a signature card DD Form 577. When authority to receipt for subsistence has been withdrawn, the Contractor shall advise the TISA in writing.

**5.2.4 Prepackaged Meals.** Meals Combat Individual (MCIs); Meals, Ready-to-Eat (MREs), Packet, Long Range Patrol, and similar-type operational rations shall not be construed by the

Contractor to be Contractor-prepared meals. When issued as a packet and consumed outside the dining facility, no payment will be made to the Contractor.

**5.2.5 Forced Issues and Rotation Items.** Forced issues or substitutions from the TISA may be necessary to reduce overstockage and prevent spoilage. The Contractor shall use forced issues, B-Rations and/or substitutions as required by the Installation Menu Board.

**5.2.6 Transportation. (Option 1).** The Contractor shall provide sufficient vehicles and operators to transport all subsistence, supplies, equipment and any other resources necessary to conduct all functional operations in a timely and competent manner. Vehicles used for the transportation of subsistence and subsistence supplies will meet the requirements for transportation of food equipment and supplies as specified in AR 50-5 para 6-2.

**5.2.7 Transportation. (Option 2).** The Government will provide sufficient vehicles and operators to transport all subsistence, supplies, and equipment (except Contractor-furnished equipment, supplies, and maintenance items) to dining facilities as required by the Contractor to meet contract requirements.

**5.2.8 Transportation. (Option 3).** The Government will furnish the Contractor with required vehicles and the Contractor shall provide operators necessary to transport all subsistence, supplies, equipment and any other resources necessary to conduct all functional operations in a timely and competent manner. Vehicles, when used for transportation of subsistence and subsistence supplies, shall be maintained in a sanitary condition and operated in compliance with the requirements for transportation of food equipment and supplies as specified in AR 40-5, para 6-2. The Contractor shall perform operator maintenance on all Government-furnished vehicles in accordance with the instructions contained in the operator's manual for each type vehicle and as further specified by the Contracting Officer.

### **5.3 Receipt and Storage of Subsistence.**

**5.3.1 Care and Storage.** All subsistence shall be stored, safeguarded, and accounted for by the Contractor as stipulated in Chapter 3, AR 30-1, Chapter 6, AR 40-5, and Chapter 4, FM 10-23. All items shall be placed in proper storage or use areas upon receipt. The Contractor shall be responsible for the inspection of subsistence for quantity, weight, and condition at the time of receipt. The Contractor or Contractor personnel shall not consume or remove subsistence from the dining facility without proper authorization. The Contractor shall be responsible for reimbursing the Government for subsistence that is lost, unaccountable, or damaged subsequent to receipt and acceptance. Subsistence that is found damaged or considered unsafe for consumption due to circumstances beyond the control of the Contractor, i.e., bulged cans, shall be reported to the installation Medical Activity immediately. Any suspect subsistence shall be held until a representative of Medical Department Activity (MEDDAC) advises on its disposition. Subsistence items rendered unfit for consumption by hidden or latent defects will be replaced or credited to the Contractor's account.

**5.3.2 First-In/First-Out.** Except for breads and pastries, the first-in/first-out rule shall be used in rotating stock. Exceptions shall be made when the condition of subsistence items dictates prior use, as when items are received that have an earlier shelf-life expiration date than like items already on hand.

**5.3.3 Excess Subsistence.** Excess subsistence shall not be allowed to accumulate in the dining facility. Inventory on hand in a dining facility shall not exceed one issue cycle plus one day's rations, unless prior permission for such excess is obtained from the Contracting Officer. Procedures for reducing excess subsistence shall be in accordance with AR 30-1, para 3-51.

#### **5.4 Subsistence Inventory.**

**5.4.1 Month-end Subsistence Inventory.** A month-end inventory of all subsistence items, by dining facility, shall be taken by the Contractor after the issue/receipt of the dinner meal components for the last day of each calendar month and recorded on DA Form 3234-4, prepared in triplicate. One copy of the inventory shall be provided to the TISO and the COR each.

**5.4.2 Annual Final Subsistence Inventory.** A joint inventory will be conducted by the Government and the Contractor at the end of the fiscal year and/or upon termination or completion of the Contract.

**5.4.3 Prohibition on Transfer of Subsistence.** The Contractor shall not transfer subsistence from one dining facility to another without prior written authorization from the Contracting Officer.

#### **5.5 Food Preparation and Service.**

**5.5.1 Recipes.** Contractor shall comply with the standard recipes of the Armed Forces Recipe Service, TM 10-412. If the Contractor desires to use a commercially acceptable recipe, it shall be submitted to the Installation Menu Board for review and possible approval. If approved for use, the recipe will be added to the recipe file. During each cooking period, thermostats shall be used or set as prescribed in the recipe for the item being cooked, except where used or specified otherwise in this Contract. Thermometers shall be used in all cooking, roasting, and baking as stated in the recipe.

**5.5.2 Menu Planning.** The Contractor shall follow the approved installation menu when planning and preparing all meals. All food preparation activity shall be recorded on the Cooks' worksheet DA Form 3034. Leftover foods that have been handled and stored in compliance with AR-40 may be offered for service to enhance the menu (see 5.7.7.6).

**5.5.3 Proper Cooking Temperature.** During each cooking period, thermostats shall be set as prescribed in the recipe for the item being cooked, except where specified otherwise in this Contract. Thermometers shall be used in all cooking, roasting, and baking as stated in the recipe.

**5.5.4 Progressive Food Preparation.** The Contractor shall progressively prepare food items.

**5.5.4.1 Breakfast Items.** Breakfast items shall be cooked to order.

**5.5.4.2 Short-Order Items.** Sandwiches, hamburgers, hot dogs, and french fries shall be made to order. Oven broiling or baking shall not be substituted for grilling.

**5.5.4.3 Serving Time.** All other food items shall be ready for serving as described in the recipe no more than 15 minutes prior to placement on the line.

**5.5.4.4 Pastry Baking.** Pastry items shall be prepared on site daily, or purchased from vendors. (NOTE: Specify to meet local requirements.) A variety of        pastry items shall be served. Pastries are to be placed attractively on individual serving plates and wrapped.

**5.5.5 Serving Line.** Serving line(s) shall be set up no earlier than 10 minutes prior to scheduled serving. The dining facility supervisor shall supervise the serving of the meal and shall not perform administrative duties during meal-serving periods. Food on the serving line shall be replenished promptly, to ensure availability without patrons waiting, throughout the serving period. Replenished food shall be garnished before being placed on the line, and food shall not be dumped from the carrying container into the serving line containers.

**5.5.6 Serving of Food.** Food shall be served in the required portions unless patrons request smaller quantities. Sufficient line personnel shall be employed to make sure that patrons are served at the following rates:

- Regular cafeteria line        patrons per minute.
- Short order line        patrons per minute.

**5.5.7 Serving Temperatures.** Food items shall be kept at specified serving temperatures.

**5.5.8 Serving Meats.** Meats designated by the Installation Menu Board, such as steamship rounds, shall be carved on the serving line. A choice of rare, medium, and well-done roast beef and steaks shall be offered patrons.

**5.5.9 Resupplying Tableware.** Tableware (eating utensils, dishes, glasses, trays, etc.) shall be replenished to ensure availability to all patrons without waiting.

**5.5.10 Removal of Soiled Tray Carts.** The Contractor shall assure that properly cleaned tray carts are available to accommodate soiled customer trays throughout the meal period.

**5.5.11 Busing Tables.** Although the Contractor is not responsible for the busing of tables, he shall be responsible for the prompt removal of dishes and utensils left on tables by careless diners and maintaining clean table tops throughout the meal period.

**5.5.12 Option 1: Meals Transported by Contractor for Field Feeding.** The Contractor shall prepare, transport, and serve hot meals in the field at the times and locations ordered by the Contracting Officer. The Contractor shall place the meals in insulated containers and/or hot food carts, capable of holding hot foods at 145°F or above, and cold foods between 32°F and 45°F. Hot foods shall not be placed in containers more than 15 minutes prior to transport; each container shall be identified with the item and number of portions it contains. The Contractor shall furnish the required serviceware and condiments. Contractor employees shall be present at the designated location to collect funds or signatures, serve meals, clean up, and return all equipment and utensils to the dining facility. The Contractor will be given \_\_\_\_\_ (days) (hours) advance notification of the menu and number of meals to be prepared and the time and place for delivery.

**5.5.12 Option 2: Meals Transported by Government for Field Feeding.** The Contractor shall prepare meals for transport to the field by Government personnel and at the times as ordered by the Contracting Officer. (When this option used, add Contractor-required preparations as given under Option 1.) The Contractor will be given \_\_\_\_\_ (days) (hours) advance notification of the menu, the number of meals to be prepared, and the time and place for pickup and delivery. The Contractor shall prepare hand receipt DA Form 3122 or DA Form 2062 and obtain the signature of the Government representative at time of pickup.

**5.5.13 Box Meals.** Box lunches shall be prepared and furnished using menus prescribed by the Installation Menu Board, and at the times ordered by the Contracting Officer. The Contractor shall account for box lunches in accordance with procedures outlined in AR 30-1, para 3-85.

**5.5.14 Emergency Feeding Requirements.** During emergencies the Contractor shall prepare and furnish meals at locations and times other than listed in Exhibit 2. The Contractor shall prepare and furnish meals in accordance with the procedures set forth in 5.5.12 or 5.5.13 as specified by the Contracting Officer.

## **5.6 Cashier/Headcount Service.**

**5.6.1 Cashiers/Headcounters (Option 1).** The Government will provide cashiers and headcounters in all dining facilities to perform the cashier and headcount function. The Government will furnish the Contractor a cumulative report of all meals served in each dining facility every day to permit the Contractor to monitor and maintain control of gains and losses in his subsistence account. The Contractor may also maintain a separate meal attendance record. The Contractor and Contracting Officer shall reconcile any differences between their respective meal attendance records no later than (state time period).

**5.6.2 Cashiers/Headcounters (Option 2).** The Contractor shall furnish sufficient qualified personnel to perform cashier and headcount duties that will permit a flow rate of \_\_\_\_\_ patrons per minute. Cashiers shall be able to speak, read, and write English.

**5.6.3 Change Funds.** Change funds shall be provided by the Contractor in sufficient amounts to make change for patrons who pay for their meals.

**5.6.4 Cashier Instructions.** Instructions for cashiers will be developed by the Contractor and submitted to the Contracting Officer for approval prior to starting work under this contract. Such instructions shall be consistent with fund safeguards and procedures contained in AR 30-1. It shall be the Contractor's responsibility to maintain the instructions at each cashier stand and to assure that instructions are followed.

**5.6.5 Procedure for Cashiers.** Cashiers shall admit only eligible patrons, obtain signatures, collect payment for meals, and make change. DA Forms 3032, 3351, and DD Form 1544 shall be used to record the attendance of personnel at each meal, as set forth in AR 30-1, para. 3-58 and 3-59. Headcount data on these forms shall be verified and summarized on DA Form 3033. Persons required to pay will sign Form DD 1544. The Contractor shall not be paid for Contractor's employees' meals, for meals served which cannot be supported by DA Forms 3032, 3351, and DD Form 1544, nor for second or more servings to patrons.

**5.6.6 Prenumbered Forms.** Form DA 3351, 3033, 3032 will be prenumbered in sequence and issued by the installation control officer to the project manager. The project manager shall issue these forms as needed to dining facility supervisors. The prenumbered DD 1544 forms issued to the Contractor shall be secured in a locked safe or similar container and accounted for at all times.

**5.6.7 Completed Form.** When Form DD 1544 is completed, it shall be closed out in accordance with AR 30-1, para. 3-62 through 3-64.

**5.6.8 Lost Cashier Forms.** Lost DA Form and DD 1544 will be treated by the Government as forms completely filled with signatures. Reimbursement by the Contractor to the Government for the number of patrons on the lost forms shall be at the basic dinner meal rate per line plus the highest surcharge corresponding to that meal.

**5.6.9 Depositing of Cash.** All monies collected shall be the responsibility of the Contractor from time of collection until time of deposit. The cash collection voucher, DD Form 1131, and supporting DD Form 1544 shall be completed during the period that funds are generated and shall be delivered with the funds collected to the Finance and Accounting Officer. When night deposits are authorized, vouchers and supporting documents shall be delivered to the Finance and Accounting Officer the first workday following deposit.

## **5.7 Sanitation.**

**5.7.1 Inspections.** Government evaluations of sanitation will be performed by the COR. The COR will assess Contractor performance based primarily upon quantitative criteria (i.e., whether required tasks and general cleaning were performed). When necessary, Preventive Medicine Personnel (PMP) will assess the Contractor's performance based upon qualitative criteria (e.g., microbiological tests) and will present their findings to the COR to assist in his evaluation

and acceptance of the Contractor's performance. All food handling and cleaning and sanitizing shall be in accordance with and meet the criteria of AR 40-5, FM 10-23, and TM-415 as applicable. Alternatively, cleaning and sanitizing can be accomplished by the Contractor following a manufacturer's instructions or by any other methods, provided they meet the criteria prescribed in the above-referenced documents. Any Contractor-supplied equipment or utensils shall meet the requirements of AR 40-5, para. 6-4(a). Cleaning shall be accomplished at the frequencies required. For those cleaning tasks done less often than daily, the Contractor shall provide a schedule of the time such tasks shall be accomplished.

**5.7.2 Posting Sanitation Procedures.** The Contractor shall post all Government-furnished signs required to inform employees and others of sanitation procedures.

**5.7.3 Outbreak of Disease.** During actual or suspected foodborne or communicable disease outbreaks, the Contractor shall make all facilities, equipment, and employees available for testing and questioning by medical and other investigative personnel to aid in investigations of outbreaks in accordance with AR 40-5. No payment shall be made to the Contractor for any added costs.

**5.7.4 Food Handling and Storage Sanitation.**

**5.7.4.1 Removing Food From Original Containers.** Food, whether raw or prepared, if removed from its original container or package and not immediately used, shall be placed and stored in a clean, covered and labeled (item name, time, and date) container. Container and cover shall be impervious to moisture and odors.

**5.7.4.2 Proper Storage and Exposure of Food.** Containers of food, except premixed, metal-pressurized beverage containers, shall be stored a minimum of six inches above the floor on dunnage or shelves. Food and containers of food shall not be stored under exposed or unprotected sewer lines or water lines, except for automatic fire protection sprinkler heads. Nonfoods, such as cleaning supplies, insecticides, and like items shall not be stored in food preparation or food storage areas.

**5.7.4.3 Protection of Washed Food.** Food not subject to further washing or cooking before serving shall be stored and prepared in a way that protects it against cross contamination from food requiring washing or cooking.

**5.7.4.4 Wrapped Food.** Wrapped sandwiches and other wrapped food items shall not be stored in direct contact with ice.

**5.7.4.5 Chilled Foods.** Shall be stored under refrigeration with a temperature maintained between 32°F and 45°F.

**5.7.4.6 Frozen Foods.** Shall be held at a temperature of 0°F or below during storage or at 10°F maximum for no longer than seven days immediately prior to preparation.

**5.7.4.7 Refrigeration Storage of Potentially Hazardous Food.** Potentially hazardous food should be prepared as close to serving time as practical, except as otherwise specified. Such food may be maintained for a maximum of 36 hours at a product temperature not to exceed 45°F; or for 5 days at a product temperature not to exceed 40°F; or 45 days at a product temperature not to exceed 0°F.

**5.7.4.8 Holding Potentially Hazardous Food.** The internal temperature of potentially hazardous foods required to be held in a hot status shall be at 140°F or above.

**5.7.4.9 Transportation of Potentially Hazardous Foods.** Potentially hazardous foods to be transported shall be held at a temperature equal to or less than 45°F for cold food, and equal to or more than 140°F for hot food.

**5.7.4.10 Disposal of Potentially Hazardous Foods.** Potentially hazardous foods that have been maintained at unsafe temperatures for greater than three hours cumulative time shall be considered unsafe and, upon approval of the COR, shall be discarded as waste.

**5.7.4.11 Reporting Emergency Power Outages.** In the event of fire, flood, power outage, equipment failure or similar event that might result in the loss or contamination of food, or that might prevent potentially hazardous food from being held at required temperatures, the Contractor shall immediately contact the COR or Facilities Engineer. The Contractor shall then follow the procedures specified by the Contracting Officer or his designated representative.

## **5.7.5 Sandwich Preparation.**

**5.7.5.1 Wrapping Sandwiches.** All sandwiches shall be individually wrapped, except sandwiches made on the line for individual patrons for their immediate consumption.

**5.7.5.2 Potentially Hazardous Food Components of Sandwiches.** Potentially hazardous food components for sandwiches to be dispensed as refrigerated items shall be chilled to between 35°F and 45°F before sandwich preparation. The bread used shall be chilled to 45°F or below at time of sandwich preparation.

**5.7.5.3 Sandwich Storage.** Sandwiches for other than short-order meal service shall be stored at or below 45°F. They shall be marked with the time and date of preparation and shall be served during next meal; they shall not be served after 36 hours from time of preparation.

**5.7.5.4 Box Meal Sandwiches.** Sandwiches prepared for use in box meals shall be as prescribed by the Installation Menu Board. No sandwich shall be reworked, rewrapped, or re-marked in an attempt to extend its shelf life.

## **5.7.6 Food Preparation.**

**5.7.6.1 Food Preparation Surfaces.** Food shall be prepared on surfaces that have been cleaned, rinsed, sanitized, and dried.

**5.7.6.2 Washing Fruits and Vegetables.** Raw fruits and raw vegetables shall be thoroughly washed with potable water before being cooked or served.

**5.7.6.3 Liquid, Frozen, or Dried Egg Products.** Shall be used only as ingredients for cooking and baking, and shall not be used for breakfast eggs-to-order.

**5.7.6.4 Limitation on use of Ice.** Ice used for cooling stored food and food containers shall not be used for human consumption.

**5.7.6.5 Tempering of Raw Frozen Food.** Contractor personnel shall be responsible for proper tempering of raw frozen food. Tempering shall be accomplished by refrigeration at 40°F for up to 72 hours prior to preparation, with running potable water at 70°F or below, or by quick thaw as part of the cooking process. The potable water technique shall be used only if the product is sealed in the original container.

**5.7.6.6 Cooking Potentially Hazardous Raw Food.** Potentially hazardous raw food shall be cooked to heat all parts of the food to a temperature of at least 140°F, except where otherwise specified.

**5.7.6.7 Cooking Poultry and Stuffings.** Poultry, poultry stuffing, stuffed meats, and stuffing containing meat shall be cooked throughout to a minimum internal temperature of at least 165°F with no interruption of the cooking process. Poultry shall not be stuffed.

**5.7.6.8 Cooking Pork and Any Food Containing Pork.** All pork and pork containing foods shall be cooked throughout to a minimum internal temperature of 170°F.

**5.7.6.9 Rare Roast Beef.** Roast beef shall be cooked for a minimum of two hours to an internal temperature of at least 140°F.

**5.7.6.10 Reheating Precooked Potentially Hazardous Refrigerated or Frozen Food.** All precooked potentially hazardous refrigerated or frozen food intended for reheating shall be heated rapidly to a temperature above 140°F without tempering. Steamtable, warmers, or other hot-food holding equipment not designed for rapid heating shall not be used to reheat those foods.

#### **5.7.7 Food Display.**

**5.7.7.1 Holding Temperature for Roasts and Steaks.** Rare steaks and roast beef shall be held for service at a temperature of at least 140°F.

**5.7.7.2 Temperature of Chilled Food for Serving.** Cold food shall be chilled to a temperature of between 32°F and 45°F prior to being placed on the serving line.

**5.7.7.3 Serving Milk.** Chilled, fresh milk and milk products for beverage purposes shall be served to the patron in an unopened, commercially filled package not exceeding one pint

capacity, or shall be drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser. Milk shall be maintained at a temperature of between 32°F and 45°F.

**5.7.7.4 Serving Cream.** Cream, half-and-half, or nondairy creaming agents shall be served in a sealed, individual serving containers, protected, pour-type pitcher, or drawn from a refrigerated dispenser designed for such service.

**5.7.7.5 Serving Utensils.** Suitable dispensing utensils shall be used by employees or served to patrons who serve themselves. Ice for patron use shall be dispensed by scoops, tongs, or other ice-dispensing utensils or through automatic self-service, ice-dispensing equipment. Ice dispensing utensils shall not be left inside the ice container.

**5.7.7.6 Leftovers.** Leftover foods shall be kept to a minimum through proper food management. Food placed on the serving line or otherwise exposed during service shall be discarded as waste unless individually wrapped or kept in unopened or covered containers. Prepared refrigerated items that have not been placed on the serving line shall be retained for no more than 24 hours. Prepared hot items not offered for service may be retained for 24 hours if chilled rapidly and maintained at a product temperature of 45°F or below. An alternative to refrigeration shall be to maintain the items at 140°F or above for a maximum of five hours after which they shall be discarded as waste (see 5.7.4.10). Left overs shall not be frozen.

**5.7.7.7 Excess Roasts and Turkey.** Roasts and turkeys that have been prepared in excess of the meal requirement and not placed on the serving line shall be refrigerated immediately. These roasts are not considered leftovers, but shall be used within 48 hours.

**5.7.7.8 Food Display.** Shall be protected from consumer contamination to meet criteria of AR 40-5.

**5.7.7.9 Food With an Expired Date.** Packaged food that has passed the expiration date on the package shall be reported to the Installation Medical Activity for determination as to disposition.

#### **5.7.8 Kitchen Equipment and Utensil Cleaning.**

**5.7.8.1 Cleaning and Sanitizing.** Kitchen equipment, cookware and utensils shall be cleaned/sanitized after each use.

**5.7.8.2 Proper Cleaning of Tableware.** Tableware shall be washed, rinsed, sanitized, and air dried after each use. Tableware shall be free of all food particles, stains, and moisture.

**5.7.8.3 Cleaning Equipment After Use.** Kitchen food preparation equipment (worktables, mixers, peelers, sinks, etc.) and all cooking equipment, except deep-fat fryers, shall be cleaned at the end of the cooking period. During the cooking period when a different item will be prepared using the equipment, or following any interruption of operations during which time contamination may have occurred, the food contact surfaces shall be washed, rinsed, and sanitized.

**5.7.8.4 Cleaning Deep-Fat Fryer.** Deep-fat fryers shall be drained and cleaned at the end of each day the fryer is used. Reusable grease or oil shall be strained, placed in airtight containers, and refrigerated. Unusable grease or oil shall be stored in containers and retained for pickup and salvage or disposal by an authorized agent of the Government. If the deep-fat fryer is to be used for successive separate meals within a six-hour period, the grease or oil shall be removed after each use and strained. The sediment shall be cleaned from the fryer, and the grease or oil examined and placed back into the fryer, if in satisfactory condition. Exhaust hood filters over fryers shall be cleaned after each use.

**5.7.8.5 Cleaning Ovens and Ranges.** Ovens and ranges shall be cleaned daily to remove food particles.

**5.7.8.6 Cleaning Grease Traps.** All interior grease traps shall be inspected daily and cleaned and maintained in a sanitary condition. Personnel assigned to cleaning of grease traps, toilets or garbage details shall not be used to handle food during that shift of duty.

**5.7.8.7 Cleaning Holding Boxes.** Food-holding boxes (hot and cold) shall be cleaned on the inside and outside after each meal to remove food particles.

**5.7.8.8 Cleaning Exhaust Hoods and Filters.** Kitchen exhaust hoods shall be wiped after each meal. Once weekly, the hood and filters (including light fixtures and fire-extinguishing equipment) shall be thoroughly cleaned with a detergent solution.

**5.7.8.9 Warewashing Equipment.** All types of warewashing equipment shall be drained and cleaned after each use. Dishwashing machines shall have the curtain, spray arms, trays, and other removable parts removed, cleaned and placed on racks to air dry after each use. The removable parts and the interior surfaces shall be free of foreign matter. Exterior surfaces and attachments shall be free of foreign matter and smudges. Lime deposits shall be removed on a schedule established by the Contractor and acceptable to the Contracting Officer as early as a schedule can be established after contract start date.

#### **5.7.9 Food Serving Line Cleaning.**

**5.7.9.1 Cleaning Serving Line Equipment.** Serving line equipment utensils, and all other equipment in the serving or dining area in or on which food is prepared, held, or dispensed shall be cleaned after each meal with a sanitizing detergent solution.

**5.7.9.2 Exhaust Hoods.** Serving line exhaust hoods shall be cleaned as stated in 5.7.8.8.

**5.7.9.3 Cleaning Ice Machine.** The exterior of ice machines shall be wiped daily. The ice shall be removed weekly from the storage cabinet and the inside of the cabinet cleaned along with the rest of the machine. Ice scoops shall be washed after each meal.

**5.7.9.4 Cleaning Beverage Dispensers.** Beverage dispensers (milk, carbonated, juice) shall be cleaned of all fingermarks and smears. Nozzles and other removable parts and drains shall be disassembled, cleaned, and reassembled daily. Bulk milk dispensers shall be defrosted as necessary, but at least three times per week. The interior shall be cleaned after defrosting.

**5.7.9.5 Cleaning Coffee Makers.** Coffee makers shall be cleaned daily. The drains shall also be cleaned.

**5.7.9.6 Cleaning Soft Ice Cream Machine.** Soft ice cream machines shall be cleaned and sanitized at the end of each day following the manufacturer's instructions.

**5.7.9.7 Cleaning Refrigeration Units.** Ice cream cabinets, refrigerators, and freezers shall be cleaned on the outside and the interior shall be checked for spillage and cleaned if necessary after every meal. Defrosting shall be accomplished as required for each type of equipment.

**5.7.9.8 Hot Food Table.** Water from the hot food table shall be drained and the bottom cleaned after each meal. All rust and scale shall be removed daily.

#### **5.7.10 Dining Area Equipment Cleaning.**

**5.7.10.1 Dining Tables.** Dining tables shall have the tops and sides cleaned and sanitized after each meal. When tablecloths are used, table tops and sides shall be cleaned daily or as spillage occurs. The base and legs shall be cleaned weekly.

**5.7.10.2 Chairs.** Dining chairs shall be wiped to remove all foreign objects, smudges, food particles, and liquids from the seat and back after each meal. The entire chair shall be cleaned weekly. During the meal, spills and shall be cleaned from the chairs as they occur.

#### **5.7.11 Storage of Clean Equipment and Utensils.**

**5.7.11.1 Tableware.** Tableware shall be handled in a way that protects it from contamination. Spoons, knives, and forks shall be grasped by their handles. Cups, glasses, bowls, plates, and similar items shall be handled without contacting inside surfaces or the surfaces that contact the user's mouth and shall be stored inverted. Holders for storage of knives, forks, and spoons shall be made available so that only the handle is presented to the patron.

**5.7.11.2 Mobile Equipment and Utensils.** Cleaned and sanitized utensils and mobile equipment shall be air-dried before being stored or shall be stored in a self-draining position at least six inches above the floor in a clean, dry location in a way that protects them from contamination by splash, dust, or other means. The food contact surfaces of fixtures and fixed equipment shall also be protected from contamination.

**5.7.12 Garbage and Trash. [NOTE: Insert local variations.]**

**5.7.12.1 Separation.** Garbage and trash shall be placed in separate containers. All containers shall be kept covered except when being used for making deposits in food preparation areas. When filled (not more than four inches from the top), containers shall be removed to the proper storage area. It shall be the Contractor's responsibility to keep the area (specified in Exhibit 2) around trash cans, compactors, and dumpsters clean at all times.

**5.7.12.2 Container Sanitation.** Immediately after garbage and trash containers are emptied, the containers and lids shall be thoroughly cleaned. The can-washing area shall also be cleaned following each use. When plastic can liners are used, containers and covers shall be cleaned when they become soiled.

**5.7.12.3 Unauthorized Storage.** Outside storage of unprotected plastic or paper bags or baled units containing garbage or refuse is prohibited. Loading docks shall not be used to store garbage, refuse, empty jars/cans or kitchen equipment.

**5.7.13 Linen and Uniform Storage.**

**5.7.13.1 Storage Conditions.** The Contractor shall store clean linens and related articles in a clean, dry place, either protected from contamination by the physical confines of the storage facility, or through use of plastic or other appropriate coverings. Soiled articles shall be stored in nonabsorbent containers or washable laundry bags.

**5.8 Dining Facility Cleaning and Housekeeping.** Dining facility cleaning shall be in accordance with and meet the criteria of AR 40-5 and FM 10-23 as applicable. Prior to contract start date, the Contractor shall provide the Contracting Officer a workflow chart and schedule of the time and frequency that cleaning and housekeeping functions shall be performed (see Exhibit 9). Cleaning and housekeeping methods or procedures shall be in accordance with the criteria of AR 40-5, Chapter 6. Alternatively, the Contractor may follow manufacturers' instructions, where applicable, or use any other method to accomplish the cleaning and housekeeping requirements, provided they achieve comparable results in meeting the criteria prescribed in the above-referenced documents.

**5.8.1 Lavatories.** The cleaning of urinals, commodes, wash basins, slop sinks, and partitions shall be accomplished using cloths, sponges, and disinfectant solutions used for no other purpose. Cleaning shall remove all deposits and foreign matter under fixture edges, lips, and on all exposed surfaces. Mops, brooms, and brushes used in cleaning of lavatories shall not be used for cleaning in any other areas. They shall be identified by red painted handles and stored separately when not in use.

**5.8.2 Lavatory Supplies.** All paper towels, toilet paper, and hand-soap dispensers shall be adequately supplied at all times. All dispensers shall be damp-wiped and cleaned prior to refilling.

**5.8.3 Insect and Rodent Control.** The Contractor shall be responsible for conducting operations in a sanitary manner to prevent attractions of insects, vermin, and rodents. If evidence of an infestation occurs, the Contractor shall notify the Contracting Officer.

**5.8.4 Drains.** All drains shall be kept unclogged and properly covered at all times.

**5.9 Grounds Maintenance.**

**5.9.1 Caring for Grounds.** The Contractor shall clean and maintain the grounds around each facility indicated by the shaded areas in Exhibit 8.

**5.9.2 Sidewalks and Building Exits.** Sidewalks shall be swept and the required area around the building shall be cleaned daily, following the breakfast meal. Sweeping and cleaning shall be repeated around entrance and exits after lunch and dinner. Cleaning shall include, but not be limited to, removing all paper, trash, leaves, and cigarette butts from the area.

**5.9.3 Snow Removal.** Snow and ice shall be removed from sidewalks and access areas as required. Sanding and salting of ice may be substituted, if a normal practice at the installation. (NOTE: Modify to meet climate conditions or to avoid duplication of other contractors or in-house responsibility.)

**5.9.4 Area Receptacles.** All paper, trash, and cigarette butts shall be removed from area receptacles daily.

**5.10 Nonexpendable Property Inventories.**

**5.10.1 Starting Inventory.** By contract start date, the Contractor shall conduct a joint inventory with the Government sign and a receipt for all buildings, fixtures and nonexpendable equipment provided by the Government. See Exhibits 1 and 3. The Contractor and a Government representative shall jointly determine the working order of all equipment. Items of equipment not in working order and any discrepancies beyond fair wear and tear shall be noted. The Government will replace or repair items not in working order.

**5.10.2 Final Inventory.** Upon completion or extension of the contract, a joint inventory of equipment shall be conducted by the Contractor and a Government representative. The Contractor shall reimburse the Government for lost equipment at the current replacement value of the item as determined by the Contracting Officer.

**5.10.3 Maintenance Equipment Inventory.** Throughout the contract period, the Contractor shall keep current the equipment inventory listing by facility. The Contractor shall prepare a property hand receipt Form DA 2765 for adjustments in the equipment account. The Contractor may request and use the Government system of accounting for Government furnished property.

**5.11 Supplies and Expendable Equipment.**

**5.11.1 Starting Inventory.** The Government will furnish the initial quantities of food preparation and serving utensils, tableware, and other supplies in the quantities listed in Exhibit 4. By the contract start date, the Contractor shall inventory and acknowledge, on a listing provided for the purpose, receipt of all expendable equipment and supplies provided by the Government.

**5.11.2 Final Inventory.** Upon completion or extension of the contract, a joint inventory of Government-furnished supplies shall be conducted by the Contractor and a Government representative. The Contractor shall reimburse the Government for or replace lost or unserviceable equipment less fair wear and tear, and for supplies below 100% of the quantities issued by the Government. The current replacement value of lost or damaged equipment will be determined by the Contracting Officer.

**5.11.3 Turn-In of Excessive Expendables.** The Contractor shall turn in to the Government all excess Government furnished expendable equipment.

**5.11.4 Furnish Additional Supplies.** The Contractor shall furnish other supplies as listed in Exhibit 5.

## **5.12 Food Service Equipment Maintenance and Liability.**

**5.12.1 Responsibility.** The Contractor shall be responsible for operator level care and for preventive maintenance to all equipment listed in Exhibit 3 (except office machines) in accordance with TM 10-415 or manufacturers' instructions. This responsibility shall include all labor costs.

**5.12.2 Repair or Replacement of Equipment.** When equipment requires repair or replacement, the Contractor shall fill out DA Form 2404 and submit it to the Facility Engineers. The Facility Engineers will inspect the inoperable equipment and take appropriate action.

**5.12.3 Contractor's Liability for Government Property.** The Contractor's liability for Government property shall be as set forth in the clause of this contract entitled, "Government Property," DAR 7-104-24.

**5.12.4 Security of Government Facilities.** The Contractor shall properly secure all Government-owned, Contractor-operated facilities including office and storage spaces at the end of each workday. (Note list in Exhibit 1) Special security requirements or procedures for each facility areas are assigned to the Contractor.)

## **5.13 Administrative Requirements.**

**5.13.1 Publications.** One complete set of the publications listed in Section C-6 will be given to the Contractor. Requirements for automatic distribution of changes and supplements will be established by the Contracting Officer. The Contractor shall make sure that all publications are maintained in an up-to-date status.

**5.13.2 Records and Reports.** The Contractor shall prepare all reports, records and documents as frequently as required by this contract, and as described in Exhibit 7.

## **5.13.3 Managing Dining Facility Accounts.**

**5.13.3.1 Maintaining Subsistence Accountability Records.** The Contractor shall be responsible for ensuring headcounts are reconciled. The dining facility supervisor and cashier

shall complete and sign DD Form 1544 and check DA Forms 3351, 3032 for completeness. Headcount information from these forms shall be verified, totaled, and sums transcribed to DA Form 3033 in accordance with AR 30-1. DA Form 3033 shall be signed by the project manager and submitted to the Contracting Officer.

**5.13.3.2 Controlling Gains and Losses in the Subsistence Account.** The Contractor shall be responsible for operating the subsistence account as specified in Section H of this contract.

**5.13.3.3 Depositing of Cash.** All monies collected shall be the responsibility of the Contractor from time of collection until time of deposit. The cash collection voucher, DD Form 1131, and supporting DD Form 1544 shall be completed during the period that funds are generated and shall be delivered with the funds collected to the Finance and Accounting Officer. When night deposits are authorized, vouchers and supporting documents shall be delivered to the Finance and Accounting Officer the first workday following deposit.

**5.13.3.4 Subsistence Accounting.** DA Form 3980-R shall be maintained for each facility by both the Contractor and the TISO, and shall be used to record all food accounting and shall reflect the monetary status of each dining facility. The TISO document will represent the official record of account.

**5.13.3.5 Safeguarding Controlled Forms.** Forms shall be controlled in accordance with AR 30-1.

**5.13.4 Facility Maintenance Work Requests.** The Contractor shall initiate all work requests. Requests for new work or maintenance shall be submitted on Form DA 4283. Emergency requests shall be made to the Contracting Officer or as designated by the Contracting Officer. Contracting Officer will dictate the requirement for preparation of DA Form 4283.

**5.13.5 Facility Maintenance Log for Service Calls.** The Contractor shall maintain a request log in each facility. The log will record all service calls and DA Form 4283 made out for a facility. The log shall include the requested action, the time and date requested, the person making the request, the request control number, and the date the work was completed.

**5.13.6 Correspondence.** The Contractor shall originate necessary correspondence and promptly reply to all correspondence and complaints relating to the food service function.

## **6. ARMY REGULATIONS AND DEPARTMENT OF DEFENSE DIRECTIVES AND FORMS**

The Government shall give the Contractor at the start of this contract all the technical orders, regulations, manuals, and other applicable directives listed below. Some of the documents listed below are not cited in the Text of Section C and Section E and are herewith provided to aid the Contractor. The Government shall also give the Contractor the forms needed for daily operations. Publications, supplements, and amendments thereto shall be updated and issued periodically during the period of the contract. Unless otherwise indicated they shall be considered to be in full force and effect immediately upon receipt by the Contractor. The publications as revised or superseded apply as indicated below.

**PUBLICATIONS CODE:**

AR	Army Regulations
FM	Field Manuals
TM	Technical Manuals
DA Form	Department of the Army Form
DD Form	Department of Defense Form
MIL STD	Department of Defense Standard

**6.1 ARMY REGULATIONS/MANUALS/PAMPHLETS:**

<b>Number</b>	<b>Title</b>
AR 30-1	The Army Food Service Program
AR 40-5	Health & Environment
DA PAM 310-1	(Lists all Department of the Army Regulations, Circulars, Pamphlets, etc.)

**6.2 FIELD MANUALS (FM)/TECHNICAL MANUALS (TM):**

FM 10-23	Army Troop Feeding Operations
FM 10-25	Preparation and Serving of Food in the Garrison Dining Facility
TM 8-525	Sanitary Food Service, Instruction Guide
TM 10-141	Pastry Baking
TM 10-412	Armed Forces Recipe Services
TM 10-415	Dining Facility Equipment Operation

**6.3 SUPPLY BULLETINS AND TABLE OF ALLOWANCES:**

SB 10-260	Master Menu
SB 10-260-1	Recapitulation of Master Menu Issues
SB 10-540	Box Lunches, Flight Feeding, and Motor Convoy Menus
CTA 50-909	Common Table of Allowances

**6.4 DEPARTMENT OF THE ARMY FORMS:**

DA Form 1687	Delegation of Authority
DA Form 2062	Hand Receipt
DA Form 2404	Daily Inspection Sheet
DA Form 2765	Request for Issue and Turn-In

DA Form 2970	Subsistence Report and Field Ration Requests
DA Form 3032	Dining Facility Meal Register
DA Form 3033	Headcount Record
DA Form 3034	Cook's Work Sheet
DA Form 3161	Request for Issue or Turn-In
DA Form 3230-R	Daily Inventory and Record of Vendor's Price
DA Form 3231-1	Daily Food Cost
DA Form 3234-R	Inventory Record
DA Form 3251-R	Over and Under Record — Meals
DA Form 3259-2	Unit Fund Receipts — Expenditure Record
DA Form 3294	Field Ration Issue Slip
DA Form 3351	Signature Headcount Sheet
DA Form 3915	Order and Receipt for Direct Vendor Delivery
DA Form 3980-R	Dining Facility Account Card
DA Form 3988-R	Dining Facility Equipment Replacement Record
DA Form 4283	Facility Engineering Work Request
DA Form 4548-R	Subsistence Record for Payroll Deduction
DA Form 4549	Meal Card Number Recording System

#### **6.5 DEPARTMENT OF DEFENSE FORMS:**

DD Form 160	Inventory of Class ( ) Quartermaster Supplies
DD Form 577	Signature Card
DD Form 1131	Cash Collection Voucher
DD Form 1150	Request for Issue or Turn-In
DD Form 1544	Cash Meal Payment Sheet
DD Form 1608	Unsatisfactory Materiel Report (Subsistence)
DD Form 1664	Data Item Description
DD Form 2013	Medical Certificate

#### **6.6 DEPARTMENT OF DEFENSE STANDARD:**

MIL STD 105D Sampling Procedures and Tables for Inspection by Attributes

#### **6.7 COMMAND/LOCAL FORMS: [LIST AS APPROPRIATE]**

#### **6.8 GENERAL SERVICES ADMINISTRATION (GSA) FORM: GSA SF Form 368 Quality Deficiency Report**

**Exhibit 1. Facilities**

The following is a list of Government-furnished facilities, office and storage space for use by the Contractor:

<b>Building Number</b>	<b>Use/Description</b>
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**Exhibit 2. Hours of Operation and Estimated Number of  
Meals to be Served**

(NOTE: List dining halls, number and type of serving lines (including pre-packaged meals) and meal serving hours. Also include the estimated number of meals to be served each month at each location. Include weekend and holiday schedule. Include anticipated weekend and holiday consolidation of dining facilities. Indicate locations where meals are served away from the dining halls and list the estimated number of such special meals to be served each month. Indicate type of container to be used. Also, list operating hours of other facilities assigned to the Contractor.)

**Exhibit 3. Government-Furnished Equipment**

The following listed equipment is provided by the Government Building No. \_\_\_\_\_.

<b>NSN</b>	<b>Nomenclature</b>	<b>Serial Number</b>	<b>Quantity</b>
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**Exhibit 4. Government-Furnished Initial Expendable  
Equipment and Supplies**

<b>ITEM</b>	<b>NSN</b>	<b>QUANTITY</b>
<b>Tableware</b>		
Kitchen and Serving Utensils		
Other Expendable Equipment		
Other Supplies		

Exhibit 5. Contractor-Furnished Items

Item	Estimated Quantity Required
1. Dishwashing Compound, Machine (P-D-1800) Type II Chlorinated Type I Nonchlorinated	
2. Rinse Additive, Dishwashing (P-R-1272)	
3. Detergent, General Purpose (P-D-1747)	
4. Scale Removing Compound (P-S-120)	
5. Dishwashing Compound, Hand, Powdered (P-D-410)	
6. Dishwashing Compound, Liquid (P-D-410)	
7. Floor Finish, Self-Polishing (P-F-430)	
8. Scouring Powder Chlorinated (P-S-311)	
9. Scouring Powder Nonchlorinated (P-S-311)	
10. Floor Wax, Buffable Acrylic	
11. Wax Remover (P-R-201)	
12. Glass Cleaner (P-G-406)	
13. Stainless Steel Polish	
14. All Paper Supplies	
15. Other items, including but not limited to: Brooms, mops, mop buckets, scrub buckets, scouring pads, oven cleaners, disposable wipe cloths, sanitizing solutions, toilet cleaners, hand soap, aluminum foil, plastic wrap, tooth picks and dispensers. (NOTE: Add any other nonexpendable equipment and supplies not furnished by Government.)	

## Exhibit 6. Sample Menus, Recipes, and Menu Notes

### Army Dining Facility

NOTE: Include actual dining hall menus served as per Master Menu SB 10-260 and as modified by the Installation Menu Board.

1. Show the complete menu.
2. Show the varieties of salads, breads, and desserts served.
3. Show the complete short-order line menu.
4. Show low-calorie items.

**RECIPES AND ISSUE QUANTITIES.** a. The recipes included in the Master Menu are from the Armed Forces Recipe Service. Most of the recipes are contained in TM 10-412. The quantities of specific foods listed in the ingredient charts of the Master Menu do not in all cases conform with the quantities shown in the recipes. When the quantities differ, the general preparation directions given in the Armed Forces recipes should be followed using the quantities shown in the Master Menu. Some recipes are used in the Master Menu which are not included in the recipe file. In these instances, the necessary preparation directions for the recipes are furnished in the last pages of this menu under "Menu Notes."

b. Menus provide for a choice of fruits and juices and some meat items in the breakfast meals, choice of cereals when cooked cereal is indicated, choice of entree items each lunch and dinner meal (except Grill Steak, when one entrée is programmed), choice of vegetables, salads and desserts each lunch and dinner meal. Issue quantities shown in the ingredients charts are on a 50-50 basis when a choice is scheduled for the regular breakfast, lunch and dinner meals. Menus also include short order meals wherein choices of three entrées are programmed. Menu Boards should be guided by the relative acceptability of the items in adjusting future issue quantities.

c. Issue quantities for some menu items have been increased and others decreased from the normal to meet acceptability requirements. Issue quantities per 100 for vegetables have been reduced to 75%. If issue quantities as indicated do not meet the needs at individual installations, it is the responsibility of that local board to make adjustments within monetary limitations.

**FISH MEALS.** A stock level of the most acceptable fish items is normally available at all Defense Supply Points. Haddock, Cod, Ocean Perch, Flounder, Whiting Fillet, and Halibut Steak may be requisitioned. Installation Menu Boards may adjust their menus to take advantage of other authorized fish. Also, fresh and frozen fish available within the servicing Defense Supply Point area that may not be specifically listed in the Federal Supply Catalog may be used.

Exhibit 6 (cont'd)

**FATS.** a. Shortening Compound. Shortening compound is specified herein as an ingredient of variety hot bread, cookie, and pie crust recipes as well as for sautéing. A monthly issue of 12 quarts of fluid shortening compound has been included in the Recapitulation of Master Menu Issues for the replacement of fat in deep-fat fryers.

b. Butter. Butter is included for food preparation and table use. Margarine may be substituted in part for butter.

**USE OF DAIRY PRODUCTS.** a. Milk, fresh. The quantity of whole fresh milk included herein is 32 oz per person per day for beverage purposes only. The quantity may be adjusted according to local requirements provided that the adjustments are made within monetary limitations. Other types of milk which may be used for beverage purposes are: Low-fat milk, skim milk, buttermilk, chocolate flavored milk and chocolate flavored drink.

b. Cream, substitute, dry. Dry cream substitute is included in the menu for use with coffee.

c. Milk, nonfat, dry. Milk, nonfat, dry is included herein for all cooking purposes. It has been selected for this purpose because of the many advantages which it offers. It is easy to use, economical, and offers savings in weight and cube. For instructions for reconstituting and use, see General Information card A-10, TM 10-412.

d. Butter. When available, Commodity Credit Corporation surplus butter will be utilized in accordance with instructions provided by the Department of the Army.

**DAILY A-LA-CARTE BREAKFAST MENU.** The menu for the a-la-carte breakfasts included in this Master Menu is as follows:

- \*Chilled Fruit or Juice
- Ready-to-Eat Cereal
- \*Hot Cereal
- Fresh Milk
- Eggs to Order
- Pancakes w/Hot Maple Syrup
- French Toast w/Hot Maple Syrup
- \*Meat
- \*Potatoes
- \*Special Hot Breads
- Toast — Butter
- Jam or Jelly
- Tea — Coffee

\*These foods are indicated on the daily breakfast menu.

### Exhibit 6 (cont'd)

Ready-to-eat cereals, fresh milk, eggs, shortening, bread, butter, coffee, milk and sugar for cereal and beverage purposes will be issued daily. The issue for eggs is 16-2/3 dozen, except when creamed ground beef is listed, the issue for eggs is 12-1/2 dozen. The nonperishable ingredients for the French toast and pancake mix which are included in the Recapitulation of Master Menu Issues are as follows.

Item	Unit	Monthly Quantity
Pancake mix	No. 10 can	12
Syrup, imitation, maple	No. 10 can	9
Sugar, refined, granulated	lb	3

The total monthly quantities are adequate for 4 servings of 100 portions of pancakes and 2 servings of 100 portions of French toast. The daily quantity to be prepared should be based on the preferences of the personnel subsisting in each dining facility. Should it be determined that, due to local circumstances, the daily choice of eggs to order and pancakes or French toast cannot be efficiently and effectively implemented, the dining facility food service sergeant may select the days on which the 4 pancake and the 2 French toast servings are to be scheduled. Every effort should be made, however, to make a choice of pancakes and French toast available.

**CONTINENTAL BREAKFAST.** The Continental Breakfast is a self-service type of meal. Typical foods offered are: fruit juice, prepared cereals, sweet rolls or doughnuts, milk, and coffee. Toast is usually included also, if a self-service toaster is available and in a location convenient to the diner. Dining facility food service sergeants may elect to serve a continental style breakfast in addition to (not in lieu of) the regular breakfast meal. One of the advantages of offering a continental style breakfast is that the serving period may be extended without disruption of the work schedule for the noon meal since the continental style breakfast utilizes the self-service concept.

**STANDARD SHORT ORDER MENU.** The menu pattern for the short order meals included in this Master Menu is as follows:

- \*Soup w/Crackers
- Hamburgers/Cheeseburgers
- Frankfurters
- \*Special of the Day
- Catsup Mustard Pickle Relish Chopped Onions
- French Fried Potatoes
- Potato Chips

Exhibit 6 (cont'd)

\*Salads and Salad Dressings  
Hamburger Buns  
Frankfurter Rolls  
\*Desserts  
\*Beverages

\*As indicated on the daily Short Order Meal menu.

Issue quantity of components for the "Standard Short Order Menu" are included in the daily issue charts of this menu as follows:

Item	Unit	Quantity per 100
Beef patties, frozen	lb	21
Frankfurters, chilled	lb	3
Cheese, American, Processed	lb	2
Roll Mix	No. 10 can	2
Potatoes, white, frozen, French fried	lb	21
Potato chips	7/8 - 1-1/2 oz pkg	25
Onions, dry	lb	5

The quantity of catsup, mustard, and pickle relish to be issued will be determined by the installation. (Consideration may be given to the use of individual serving size packages of condiments within the monetary limitation of the BDFA.) The soup, salads, desserts, and beverages to be served as components of the Short Order Meal will be those scheduled for the regular lunch meal. A "Special of the Day" sandwich entrée will be listed on the daily menu for Short Order Meals. Issue quantities per 100 for sandwiches (choice of three types) are based on 55% hamburgers/cheeseburgers, 12% frankfurters, and 33% "Special of the Day." Issue quantities should be adjusted to meet local preferences of soldiers. Additions and variations to the Short Order Meal included in the menu may be made to provide soup each day and/or items with local preference if capability and equipment exist. Users of the menu who have soft-serve ice cream machines might consider adding milk shakes to the Short Order Meals. All installations are encouraged to serve Short Order Meals in addition to regular lunch meals; however, if manpower, space, and equipment are not sufficient to facilitate such service, the menu board may elect to delete or modify the serving of Short Order Meals.

**Exhibit 6 (cont'd)**

**BRUNCH/DINNER BRUNCH.** The brunch/dinner brunch concept provides for two meals with extended serving periods, and is especially suited for holidays and weekends. In addition to a-la-carte breakfast items, the brunch will usually include lunch items such as steaks, chops, potatoes, salads, and dessert selections.

**SPECIALTY MEALS.** Ethnic and geographical type foods have become increasingly popular with military diners. Other specialty meals such as Super Suppers and monthly birthday dinners add to the variety offered to dining facility patrons. Dining facility food service sergeants should determine what specialty meals would be most popular with their patrons and plan accordingly.

**SALAD, SALAD VARIETIES AND SALAD BARS.** Salads increase the variety, acceptability, and nutritional content of the meal. An increased variety of salads and salad dressings should be offered in addition to the daily menu choices whenever possible. Salad bars are recommended as a means of adding interest to the meal and to expedite that portion of the food service.

**FRUITS AND VEGETABLES.** It is recommended that installations take advantage of the information contained in the Defense Personnel Support Center News Bulletins to substitute those authorized fresh fruits and vegetables that are more available at the same or lower cost than those shown herein.

**HOT BREADS.** Whenever oven space is available and time permits, hot rolls may be substituted for breads. A variety of hot breads is always acceptable.

**CAN AND CONTAINER SIZES.** The can and container sizes specified herein have been determined to be the most economical and practical for general troop feeding purposes. Can and container sizes smaller than those specified in the Master Menu are authorized for use in dining facilities feeding under 100 persons. For a simplified method of conversion in supplying different can sizes to small units, the following conversions will provide approximately the same quantities:

- One No. 10 can: Seven No. 303 cans
- One No. 10 can: Five No. 2 cans
- One No. 10 can: Four No. 2-1/2 cans

**ACCESSORY FOODS AND CONDIMENTS.** The quantities of accessory foods and condiments which are required to prepare the recipes herein have been included in the Recapitulation of Master Menu Issues. The amounts of accessory foods and condiments for table use (e.g., sugar, salt, catsup) should be determined by each installation.

**SOFT DRINKS.** The quantity of carbonated/noncarbonated beverages required should be determined locally.

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**Exhibit 6 (cont'd)**

**ICE CREAM.** Sundaes and a la modes included in the menu will be specified Ice Cream, Vanilla, in The Recapitulation of Master Menu Issues. Other ice cream scheduled will be listed as Ice Cream, Assorted.

**NOTE:** A sample "Greek Cuisine" menu is included in this menu to assist dining facility managers in planning ethnic/specialty meals. It is recommended that the menu be torn out and filed in the dining facility for future reference.

Exhibit 6 (cont'd)

BREAKFAST	LUNCH	DINNER	SUNDAY 26 JUNE 1963
CHILLED ORANGE AND PINEAPPLE JUICE	BREAKFAST VEAL LG-1061 NATURAL PAN GRAVY LG-191	BEF C. NOODLE SOUR LP-11	PARMESAN CRUTONS (L-161)
CHILLED CRANBERRY JUICE	BEF. CORDON BLEU LG-551	BAKED BEENED BEEF CUBES (L-121)	CHIPPED PEPPER LG-1621
A LA CARTE MENU	GOLDEN POTATO BALLS LG-561	UVEA GLC PASTAQUES LG-501	ROTATE SALAD (M-401)
OVEN FRIED BACON LG-21	CARROTS NORMANDIE LG-171	BUTTERED WHOLE GRAIN CLOAN	D-G-1
HOT FARMING (C-14)	FRENCH FRIED EGGPLANT LG-281	BUTTERED WAT BEANS W-G-1	CHEF'S SALAD LM-71
	LETTUCE WEDGE LG-371	CELERY SPEC. WASSING LM-551	SHINNEY BRIEF AND
	RUSSIAN DRESSING (M-671)	VEGETABLE SALAD LM-261	VEGETABLE SALAD LM-261
	ASSORTED RELISHES M-G-2	ASSORTED BPAUS	BUTTERED
	PARKERHOUSE ROLLS LG-331	CHOCOLATE CAKE PUGGIVU	WHIPPERED TOPPING (J-19)
	PLATTER	SUGAR CUPKIES LM-131	APPLESAUCE
	YELLOW CAKE LG-321	MILK	ICEED TEA LG-191
	COCONUT PLUTER CREAM	COFFEE LG-51	COFFEE LG-51
	FROSTING LG-391	SOFT DRINKS	SOFT DRINKS
	CHILLED APRICOTS		
MILK			
TEA			
COFFEE LG-51			
SOFT DRINKS			

ISSUE CHART INGREDIENTS-100 PERSONS	UNIT	BREAKFAST	LUNCH	DINNER	FUT E-L-U	SHRT ORDER
<b>PERISHABLE</b>						
BACON SLICED FROZEN	LB	12	13	14	14	14
BEF. OVEN ROAST FRZ	LB	13	15	15	15	15
BEF. DICED FROZEN	LB	13	15	15	15	15
BEF. GROUND	LB	13	15	15	15	15
BEF. BATTLES FROZEN	LB	13	15	15	15	15
FRANKFURTERS CHILLED	LB	13	15	15	15	15
HAM CANNED	LB	1.50	1.50	1.50	1.50	1.50
VEAL ROAST BONELESS FRZ	LB	20	20	20	20	20
FISH FROZEN	LB	15	15	15	15	15
BUTTER	LB	5.63	6.75	13.30	13.30	13.30
CHEESE AMERICAN PROCESSED	LB	1.40	1.40	1.40	1.40	1.40
CHEESE CHEDAR NATURAL	LB	1.40	1.40	1.40	1.40	1.40
EGGS SHELL	DZ	16.67	1.16	.75	16.56	16.56
MILK	GL	12.50	6.25	6.25	6.25	6.25
LEMONS FRESH	LB	1.25	1.50	1.75	1.75	1.75
CABBAGE FRESH	LB	1.63	1.63	1.63	1.63	1.63
CARROTS FRESH	LB	9	9	9	9	9
CELERY FRESH	LB	6	6	6	6	6
CUCUMBERS FRESH	LB	5	1.25	6.25	6.25	6.25
EGGPLANT FRESH	LB	8.25	8.25	8.25	8.25	8.25
LETTUCE FRESH	LB	7.25	5.92	13.17	13.17	13.17
ONIONS DRY	LB	1.00	1.25	1.25	1.25	1.25
PEPPERS SWEET FRESH	LB	1.25	1.25	1.25	1.25	1.25
POTATOES WHITE FRESH	LB	33	33	33	33	33
RADISHES FRESH	LB	3	3	3	3	3
TOMATOES FRESH	LB	7	3	3	3	3
POTATOES WHT FRZ FP FRIED	LB	1	1	1	1	1
JUICE ORANGE FRZ 32 FL OZ	CN	1	1	1	1	1
BREAD FRESH PYE	LB	12	12	12	12	12
BREAD FRESH WHITE	LB	12	12	12	12	12
BREAD FRESH WHITE WHEAT	LB	1	1	1	1	1
SHORTENING COMPOUND	LB	1	1	1	1	1
<b>NONPERISHABLE</b>						
CHEESE GRATED 1 LB	LB	38	38	38	38	38
APPLESAUCE INSTANT #2 1/2	CN	1.50	1.50	1.50	1.50	1.50
APRICOTS CND #10	CN	1.50	1.50	1.50	1.50	1.50
BEANS KIDNEY CANNED #10	CN	1.50	1.50	1.50	1.50	1.50
BEANS WAT CANNED #10	CN	1.50	1.50	1.50	1.50	1.50
CORN CND WHOLE GRAIN #10	CN	1.50	1.50	1.50	1.50	1.50
COUNTRY JCE COCKTAIL #3 CYL	CN	6	6	6	6	6
FRUIT COCKTAIL CANNED #10	CN	1	1	1	1	1
JUICE PINEAPPLE CND #3 CYL	CN	1	1	1	1	1
PINEAPPLES CANNED 7 OZ	CN	.25	.25	.25	.25	.25
POTATOES WHT INS GRAIN #10	CN	1.17	1.17	1.17	1.17	1.17
TOATOES CND #10	CN	1.25	1.25	1.25	1.25	1.25
ROLL MIX #10	CN	3	3	3	3	3
CAKE MIX DEVILS FOOD #10	CN	1	1	1	1	1
CAKE MIX YELLOW #10	CN	1	1	1	1	1
CEREAL PREARED #10	PG	25	25	25	25	25
CEREAL MEAT FARMIA 28 OZ	PG	1	1	1	1	1
COMME MIX SUGAR #10	CN	1	1	1	1	1
FLOUR WHEAT GEN. MIR	LB	1.45	1	1	1	1
COCONUT SWEETENED #1 CYL	CN	1	1	1	1	1
SUGAR BROWN	LB	1.50	1.50	1.50	1.50	1.50
SUGAR GRANULATED	LB	3.25	1	5.50	5.50	5.50
SUGAR POWERED 1 LB	AT	6.75	6.75	6.75	6.75	6.75
WALNUTS ENGLISH SHelled	LB	1	1	1	1	1
SOU. DRY BY/NODD #2-1/2	CN	1	1	1	1	1
DESSERT #2 LEMON #2 1/2	CN	1	1	1	1	1
POTATO CHIPS 1 LB 1-1/2 OZ	PG	1	1	1	1	1
POTATO CHIPS 1 LB 8 OZ	PG	1	1	1	1	1
TOPPING DEMARATED 1 LB	CN	1	1	1	1	1
COCOA 1 LB	CN	1	1	1	1	1
COFFEE PREBOTTED	LB	2	1	.50	.50	.50
TEA INSTANT 3/4 OZ	CN	1	1	1	1	1

Exhibit 6 (cont'd)

BREAKFAST	LUNCH	DINNER	MORNING 27 JUNE 1962
CHILLED HONEYDEW MELON	POLE POLEPOKER SOUP 10-81	POLE CHOP SIRT 11-801	
CHILLED ORANGE JUICE	CAKERS	CHINESE IN NOODLES	
A LA CARTE MENU	BEEF BEEF AND NOODLES 11-141	NEW ENGLAND BULLED DINNER 11-1111	
BARBECUE SAUSAGE PARTIES (11-891)	CHILI CON CARNE 11-501	HOT SEPARISH	
OVEN FRIED BACON (11-21)	OVEN BROWNED POTATOES 10-501	STEAMED KITEE 11-51	
CORN MUFFINS 10-151	STEAMED TURNIPS 10-511	BUTTERED MIXED VEGETABLES	
	MICROPEL SPINACH 10-101	6-603	
	TOPSIC VEGETABLE SALAD 10-681	CUCUMBER ONION & RADISH	
	TANGY SALAD DRESSING 10-611	SALAD 10-111	
	COTTAGE CHEESE SALAD 10-121	BANANA SALAD 10-21	
	PEACE (10-50 10-51)	SALAD DRESSING	
	PEELIT PLANTIFIC GELATIN	BAKING POWDER BISCUITS 10-11	
	WITH WHIPPED TOPPING 10-71	BUTTER	
MILK	MILK	LHERRY PIE 11-451	
LEMONADE 10-81	LEMONADE 10-81	CHILLED GRAPFRUIT	
COFFEE 10-51	COFFEE 10-51	MILK	
SOFT DRINKS	SOFT DRINKS	TEA	
		COFFEE 10-51	
		SOFT DRINKS	

ISSUE CHART INGREDIENTS-100 PERSONS	UNIT	BREAKFAST	LUNCH	DINNER	TOT K-L-U	SOFT DRINK
<b>PERISHABLE</b>						
BACON SLICED FROZEN	LB	A	1	--	1	--
BEEF CROWN FROZEN	LB	--	22	22	--	
BEEF PATTIES FROZEN	LB	--	--	--	21	
FRANKFRUITERS CHILLED	LB	--	--	--	--	
PORK BULG FROZEN	LB	--	--	1P	--	
PORK SAUSAGE FROZEN	LB	--	--	--	1P	--
PULLED	LB	13	--	--	--	
PULLED	LB	3	4.56	2.50	10.06	.75
CHEESE AMERICAN PROCESSED	LB	--	--	--	--	
CHEESE CHEDDAR NATURAL	LB	--	--	--	.25	--
CHEESE COTTAGE	LB	--	6	--	6	6
CHEESE MIZZAPILLA	LB	--	--	--	--	3
EGGS SHELL	LB	16.67	.50	--	11.17	.25
EGGS SHELL	LB	12.50	6.25	6.25	25	6.25
BANANAS FRESH	LB	31	--	--	31	--
HONEYDEW MELONS FRESH	LB	--	--	--	.25	--
LEMONS FRESH	LB	--	1.25	1P	.25	
CARROTS FRESH	LB	--	1.25	6	.25	1.25
CARROTS FRESH	LB	--	1.25	6	.25	1.25
CELERI FRESH	LB	--	2.13	5.50	7.03	2
CUCUMBERS FRESH	LB	--	1.75	9	10.75	1.75
LETTUCE FRESH	LB	--	5.97	2.17	.09	5.92
ONIONS DRY	LB	--	1.26	11.09	12.35	6.13
PEPPERS SWEET FRESH	LB	--	.03	--	.03	1
POTATOES WHITE FRESH	LB	--	27	1P.50	.50	.50
POTATOES WHITE FROZEN	LB	--	--	1.39	1.80	.50
VEGETABLES MIXED FROZEN	LB	--	--	--	--	
JUICE 115ML FZ 10 FL OZ	EA	--	1	--	1	--
JUICE 115ML FZ 10 FL OZ	EA	2	--	--	2	--
BREAD FRESH RYE	LB	--	1	--	1	--
BREAD FRESH WHITE	LB	5	10	--	15	--
BREAD FRESH WHEAT WHOLE	LB	--	1	--	1	--
SHORTENING COMPOUND	LB	.24	.75	2.38	3.38	--
<b>NONPERISHABLE</b>						
CHICKEN DEHYDRATED 101	LB	--	1.00	--	1.00	--
CHIPS GRATED 1 LB	LB	--	--	--	--	1
PEANS WHITE DRY	LB	6	--	6	--	0
PEAN SPROUTS CANNED 101	LB	--	1	1	--	
GRAPFRUIT CANNED	LB	--	2	4	--	
MUSHROOMS CND 10 OZ	LB	--	--	--	--	1
PITACHES CANNED 175/51 P10	LB	--	1.50	--	1.50	1.50
TOATOES CND 10	LB	--	2.50	--	2.50	2.25
TOATO PASTA 10 1/2	LB	--	--	--	--	.15
BISCUIT MIL P 10	LB	--	--	3.50	3.50	--
ROLL MIL 10	LB	--	--	--	--	3.50
CEREAL PREPARED 1ND	LB	50	--	--	50	--
CEREAL POLVED OATS 1R 1/2	LB	--	.44	--	.44	
CEREAL AHEAD MIL P 10	LB	2.50	--	--	2.50	--
FLINDS WHEAT GEN PUP	LB	--	1.89	4	5.09	1.01
NOODLES	LB	--	2	--	2	--
NOODLES CHOW MEIN 10	LB	--	--	1.50	1.50	--
PICE PARBOILED	LB	--	--	6.50	6.50	--
COCONUT SHRIMPING 10 CIV	LB	--	--	1	1	--
SUGAR BROWN	LB	--	1.25	--	1.25	1.25
SUGAR GRANULATED	LB	2.75	0	3.75	14.50	0
CHILI CON CARNE DEHY P10	LB	--	4	--	4	--
DESSERT PHO RASPA P2 1/2	LB	--	--	1.50	1.50	1.50
POTATO CHIPS 1A-1-1/2 OZ	LB	--	--	--	--	.25
TOPPING DEHYDRATED 1 LB	LB	--	1	--	1	1
COFFEE ROASTED	LB	2	.50	1	3.50	.50

Exhibit 6 (cont'd)

BREAKFAST	LUNCH	DINNER	TUESDAY 20 JUNE 1963
CHILLED PINEAPPLE JUICE	ONION SOUP EP-171	LASAGNA EL-251	
CHILLED ORANGE JUICE	CRACKERS	GRATED CHEESE	
A LA CARTE MENU	ROASTED FISH PORTIONS EL-1241	GRILLED HAM SLACKS EL-651	
OVEN FRIED BACON TG-21	LEMON WEDGES	CREAMED POTATOES (4-54)	
HOME FRIED POTATOES TG-471	TARTAR SAUCE TG-111	CREAMED CHICKS TG-331	
	REFRIED BEAN AND NOODLES TG-171	PEN COTTED TG-201	
	BAKED POTATOES EG-441	GARDEN VEGETABLE SALAD TG-151	
	SOUP EP-141	SPRING GARLIC TG-201	
	HOT SPICED BEETS TG-91	COUNTRY STYLE TOMATO SALAD TG-331	
	LYNNWAISE HAM PEANS EG-71	TOASTED GARLIC BEETS EG-71	
	THOUSAND ISLAND DRESSING EG-701	ASSTED PEALS	
	STANDARD SHORT ORDER MENU	BUTTER	
	TACOS TH-211	COTTAGE PUDDING EG-321	
	REFRIED BEANS TG-751	HARD SAUCE EG-1	
	TOSSED GREEN SALAD TH-471	CHILLED PLUMS	
	JELLIED SPRING SALAD TH-291	CHEESE CHOCOLATE CHIP	
	WHITE CAKE TG-301	COPPIES EG-211	
	CHOCOLATE FROSTING TG-521	MILK	
	CHILLED FRUIT COCKTAIL	TEA	
	MILK	COFFEE TG-51	
	FRUIT PUNCH EG-61	SOFT DRINKS	
	COFFEE EG-51		
	SOFT DRINKS		

ISSUE CHART INGREDIENTS-100 PERSONS	UNIT	BREAKFAST	LUNCH	DINNER	101 E-L-0	SHORT CUEK
<b>PERISHABLE</b>						
BACON SLICED FROZEN	LB	12	--	--	12	--
BEEF DICED FROZEN	LB	--	15	--	15	--
BEEF GROUND	LB	--	--	6	6	--
PEEF BALTITS FROZEN	LB	--	--	--	--	21
FRANKFURTERS CHILLED	LB	--	--	--	--	3
HAM COOKED FRI BMLS SLAD	LB	--	--	--	--	--
FISH PORTIONS FGZ PREARED	LB	--	--	13	13	--
POULTRY	LB	3	1.13	5.00	13.03	--
CHEESE AMERICAN PROCESSED	LB	--	--	--	--	.33
CHEESE CHEDAR NATURAL	LB	--	--	--	--	--
CHEESE COTTAGE	LB	--	--	8.47	5.50	--
CHEESE MOZZARELLA	LB	--	--	1.88	1.86	--
CHEESE SOFT	LB	--	--	--	1.50	--
EFGS SMELL	LB	--	1.50	--	1.50	--
MILK	QT	16.67	.25	5.25	16.17	.25
MILK	QT	17.50	.25	4.25	25	.25
LEMONS FRESH	LB	--	.50	--	.75	--
CARROTS FRESH	LB	--	--	1.75	1.25	--
CELERY FRESH	LB	--	1.3P	7.50	6.00	1.36
CUCUMBERS FRESH	LB	--	1	--	1	--
ENDIVE FRESH	LB	--	1.13	--	1.13	1.13
LETTUCE FRESH	LB	--	5.42	3.75	5.17	7.54
ONIONS DRY	LB	--	--	1	1	6.25
ONIONS GREEN	LB	--	1	--	1	--
PEPPERS SHEET FRESH	LB	--	--	3.50	3.50	--
POTATOES WHIT FRESH BAKING	LB	--	29	--	26	--
POTATOES WHITE FRESH	LB	22	--	--	22	--
POMEGR FRESH	LB	--	1.13	--	1.13	1.13
TOMATOES FRESH	LB	--	--	12.25	14.25	--
CORN FROZEN WHOLE GRAIN	LB	--	--	3	3	--
PEAS FROZEN	LB	--	--	3	3	--
POTATOES WHIT FGZ FGZ FGZ	LB	--	--	--	--	.41
JUICE LEMON FGZ 30 FL OZ	QT	--	.50	--	.50	.50
JUICE ORANGE FGZ 32 FL OZ	QT	2	--	--	2	--
BREAD FRESH FRENCH	LB	--	--	6	6	--
BREAD FRESH RYE	LB	--	1	1	2	--
BREAD FRESH WHITE	LB	12	10	4	45	--
BREAD FRESH WHOLE WHEAT	LB	--	--	1	2	--
SHREFFING COMPOUND	LB	--	1	1	2	--
TORTILLAS	QT	--	--	--	--	\$5.00
<b>NONPERISHABLE</b>						
CHEESE GRATED 1 LB	LB	--	--	1.85	1.45	--
BEANS HAM CANNED #10	LB	--	1.50	--	1.50	--
BEETS CANNED #10	LB	--	1.50	--	1.50	--
FRUIT COCKTAIL CANNED #10	LB	--	1.50	--	1.50	1.50
JUICE GRTPT JNS 15 1/2 OZ	LB	--	1.50	--	1.50	1.50
JUICE PINEAPPLE CND PZ CYL	LB	6	6	--	6	6
ONIONS CANNED #10	LB	--	--	1.50	1.50	--
PIMENTOS CANNED 1 OZ	LB	--	1.13	1	2.13	.00
PLUMS CANNED #10	LB	--	--	2	2	--
POTATOES WHIT DRY SL S LP	LB	--	--	.75	.75	--
TOOMATOES CND #10	LB	--	--	--	--	.33
POLL MILK #10	LB	--	--	--	--	2
CAKE MILK WHITE P#10	LB	--	1	--	1	--
CAKE MILK YELLOW P#10	LB	--	--	1	1	--
CEREAL PREPARED IND	LB	--	--	--	50	--
COFFEE MILK OATMEAL P#10	LB	--	--	1.13	1.13	--
FLOUR WHEAT GEN P#10	LB	--	1	.25	1.25	.16
LASAGNA NOODLES	LB	--	--	3	3	--
NOODLES	LB	--	3	--	3	--
CHOCOLATE CHIPS 12 OZ	LB	--	--	1	1	--
ICING MILK CHOCOLATE P#10	LB	--	.50	--	.50	.50
SUGAR BROWN	LB	--	.75	--	.75	--
SUGAR GRANULATED	LB	2.75	4.00	2	9.00	.50
SUGAR POWDERED 1 LB	LB	--	--	4.25	4.25	--
Soup DRY ONION PZ E/2	LB	--	2	--	2	--
BEANS PEPPERED CND 15-EMZ	LB	--	--	--	--	0
DESSERT POW LEMON PZ 1/2	LB	--	1	--	1	--
POTATO CHIPS 7/8-1 1/2 OZ	LB	--	--	--	--	.25
SAUCE MILK TOMATO PZ 1/2	LB	--	--	1.75	1.25	--
COFFEE ROASTED	LB	2	.50	1	3.50	.50

## Exhibit 6 (cont'd)

M. SALADS, SALAD DRESSINGS, AND RELISHES No. 7(1)  
CHEF'S SALAD

YIELD: 100 Portions				EACH PORTION: 1 Cup
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Lettuce, fresh, trimmed	6 lb.....	.....	.....	1. Trim, wash, and prepare salad vegetables as directed on Recipe Card M-G-1. 2. Tear prepared lettuce into large pieces.
Cabbage, fresh, shredded	1 lb.....	1 3/4 qt.....	.....	3. Combine lettuce with cabbage, peppers, celery, and cucumbers; toss lightly.
Peppers, sweet, fresh, diced 1/2-inch	2 lb.....	2 qt.....	.....	4. Cover and refrigerate for use in Step 6.
Celery, fresh, diced 1/4-inch	3 lb.....	3 qt.....	.....	
Cucumbers, fresh, pared, sliced 1/8-inch	2 lb.....	1 1/2 qt.....	.....	

CH-3

(OVER)

INGREDIENTS	WEIGHTS	MEASURES		METHOD
Cold meat (optional).	2 lb.....	.....	.....	5. Cut meat and cheese into thin strips.
Cheese, American or Swiss (optional)	2 lb.....	.....	.....	6. Add cold meat, cheese, eggs, and tomatoes to other salad vegetables just before serving. Toss lightly.
Eggs, hard cooked, wedges (optional)	.....	20 eggs.....	.....	
Tomatoes, fresh, wedges	6 lb.....	4 3/4 qt.....	.....	

NOTE: 1. 8 lb fresh lettuce A.P. will yield 6 lb trimmed lettuce.  
 2. 1 lb 4 oz fresh cabbage A.P. will yield 1 lb shredded cabbage.  
 3. Red cabbage, fresh, shredded may be used in Step 3.  
 4. 2 lb 7 oz fresh sweet peppers A.P. will yield 2 lb diced peppers.  
 5. 5 oz dehydrated green peppers may be used in Step 3. Rehydrate according to instructions on Recipe Card A-11. Drain before using.  
 6. 4 lb fresh celery A.P. will yield 3 lb diced celery.  
 7. 2 lb 6 oz fresh cucumbers A.P. will yield 2 lb sliced, pared cucumbers.  
 8. Suggested cold meats are bologna, ham, luncheon meat, turkey, or salami.  
 9. 6 lb 12 oz fresh tomatoes A.P. will yield 6 lb tomato wedges.

(CONTINUED)

## Exhibit 6 (cont'd)

## O. SAUCES, GRAVIES, AND DRESSINGS No. 15

## TOMATO SAUCE

YIELD: 100 Portions (6½ Quarts)			EACH PORTION: ¼ Cup	
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Water, hot.....		1 ¼ gal.....		
Tomato paste, canned	2 lb 14 oz.	5 ¼ cups (1½- No. 2½ cn)		1. Combine ingredients. Bring to a boil; reduce to simmer.
Sugar, granulated...	4 oz.....	½ cup.....		
Salt.....	2 oz.....	3 tbsp.....		
Pepper, black.....		1 tsp.....		
Pepper, cayenne.....		½ tsp.....		

CH-1

(OVER)

INGREDIENTS	WEIGHTS	MEASURES		METHOD
Onions, dry, finely chopped	1 lb 8 oz..	1 qt.....		
Garlic, dry, chopped (optional)	.....	1 clove.....		2. Sauté onions and garlic in shortening or bacon fat 5 minutes or until onions are lightly browned.
Shortening or bacon fat	1 lb.....	2 ¼ cups.....		
Flour, wheat, hard, sifted	8 oz.....	2 cups.....		3. Add flour to sautéed onions and fat; stir until well blended. Cook 5 minutes. 4. Add roux to tomato mixture, stirring constantly. 5. Bring to a boil; reduce heat and sim- mer 15 minutes.

NOTE: 1. 1½-36 oz cn canned tomato juice concentrate may be substituted for tomato paste in Step 1. Reduce salt to 1 oz (1½ tbsp).  
 2. 3 oz dehydrated onions may be used in Step 2. Reconstitute according to instructions on Recipe Card A-11. Drain before using.

## Exhibit 6 (cont'd)

## L. MEAT, FISH AND POULTRY No. 8.

## PORK SLICES (CHOPS) MEXICANA

YIELD: 100 Portions (2 Pans)			EACH PORTION: See Note 1.	
PAN SIZE: 18 by 24-inch Roasting Pan			TEMPERATURE: 375° F. Griddle; 350° F. Oven	
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Pork, slices, boneless, tempered	32 lb.....	100 slices (5 oz each)		1. Brown slices on both sides on lightly greased griddle. 2. Place an equal number of slices in each pan.

CH-3

(OVER)

INGREDIENTS	WEIGHTS	MEASURES		METHOD
Water.....		1 gal.....		3. Combine all ingredients; mix thoroughly. Bring to boil, lower heat and simmer 10 minutes.
Catsup, tomato.....	3 lb 8 oz..	1½ qt.....		4. Pour about 3 qt mixture over slices in each pan.
Soy sauce.....		3 cups.....		5. Bake 1 hour or until slices are done. Baste frequently.
Vinegar.....		2 cups.....		6. Skim excess fat from sauce and serve sauce over pork chops.
Onions, dry, finely chopped	2 lb.....	1½ qt.....		
Peppers, sweet, fresh, minced	1 lb.....	2½ cups.....		
Chili powder.....	6 oz.....	1½ cups.....		
Paprika, ground.....	1½ oz.....	6 tbsp.....		
Garlic, dehydrated.....	1 oz.....	2½ tbsp.....		
Mustard, ground.....	1½ oz.....	6 tbsp.....		

NOTE: 1. Each Portion: 1 Slice (4 Ounces) plus  $\frac{1}{4}$  Cup Sauce.  
 2. 47 lb pork loin, bladeless, may be used in Step 1. Cut into chops weighing  $3\frac{3}{4}$  oz each. Each Portion: 2 Chops.  
 3. 32 lb pork loin, boneless, may be used in Step 1. Cut into chops weighing 5 oz each. Each Portion: 1 Chop.  
 4. 4 oz dehydrated onions and  $2\frac{2}{3}$  oz dehydrated green peppers may be used in Step 3. Rehydrate according to instructions on Recipe Card A-11. Drain before using.

## Exhibit 6 (cont'd)

## SPROUTS SUPERBA

YIELD: 100 Portions (2 Pans)			EACH PORTION: 1/2 Cup	
PAN SIZE: 12 by 20-inch Steam Table Pan			TEMPERATURE: 350° F. Oven	
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Brussels sprouts, frozen	20 lb.....			1. Add Brussels sprouts to boiling salted water; cook 10 to 15 minutes.
Salt.....	1 oz.....	1 1/2 tbsp.....		2. Drain. Set aside for use in Step 5.
Water.....		1 3/4 gal.....		
Celery, cut in 1/4-inch diagonal slices	3 lb.....	3 qt.....		3. Sauté celery in butter or margarine until tender.
Butter or margarine.	2 oz.....	1/4 cup.....		

INGREDIENTS	WEIGHTS	MEASURES		METHOD
Soup, condensed, cream of mushroom	12 lb 8 oz.	6 qt (4- No. 3 cyl cn)		4. Combine soup with celery, pimientos, garlic, and pepper.
Pimientos, drained, chopped	1 lb.....	2 cups (3/4-No. 2 1/2 cn)		5. Add to Brussels sprouts; mix lightly.
Garlic, dehydrated.....		4 tsp.....		6. Place an equal quantity of mixture in pans. Cover.
Pepper, white (optional)		2 tsp.....		7. Bake for 45 minutes or until hot.

NOTE: 1. 4 lb celery A.P. will yield 3 lb sliced celery.

2. In Step 4, thick white sauce (1 gal 24 oz) (Recipe Card O-G-2) and 1 lb (1-16 oz cn) canned mushrooms may be substituted for canned condensed cream of mushroom soup.
3. 3-7 oz cn canned pimientos may be used in Step 4.

**MASHED POTATOES**

YIELD: 100 Portions			EACH PORTION: $\frac{2}{3}$ Cup	
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Potatoes, white, fresh, quartered	35 lb.....	.....	.....	1. Cover potatoes with salted water; bring to a boil; reduce heat and simmer 25 minutes or until tender.
Water.....	.....	to cover	.....	2. Drain well.
Salt.....	5 oz.....	1/2 cup.....	.....	3. Transfer potatoes to mixer bowl; beat on low speed until broken into smaller pieces.
Salt.....	5 oz.....	1/2 cup.....	.....	4. Add salt and melted butter or margarine. Beat on high speed 3 to 5 minutes or until no lumps remain.
Butter or margarine, melted	1 lb.....	2 cups.....	.....	
Milk, nonfat, dry.....	10 oz.....	2 1/4 cups.....	.....	5. Reconstitute milk; blend into potatoes on low speed. Beat on high speed 2 minutes or until light and fluffy.
Water, warm.....	.....	2 3/4 qt.....	.....	

CH-3

(OVER)

NOTE: 1. 45 lb fresh white potatoes A.P. will yield 35 lb peeled potatoes.  
 2. Peeled potatoes may be dipped in solution of antioxidant and water to prevent discoloration. See Recipe Card A-20.  
 3. 35 lb fresh, peeled, whole, ready-to-use potatoes may be used in Step 1. Quarter potatoes.  
 4. 3 qt other types of milk may be substituted for nonfat dry milk and water in Step 5. See Recipe Card A-9.

**VARIATION**

1. **GRILLED POTATO PATTIES:** Use 24 lb (3 gal) cold mashed potatoes. Blend in 1 lb 4 oz (2 1/3 cups (12 eggs)) beaten whole eggs. Shape into 2 oz patties. Dredge patties in 2 lb (1 1/2 qt) bread crumbs; shake off excess. Grill on lightly greased 350° F. griddle until golden brown on both sides.

Exhibit 6 (cont'd)

UPSIDE DOWN CAKE

YIELD: 100 Portions (2 pans)			EACH PORTION: 1 Piece
PAN SIZE: 18 by 26-inch Sheet Pan			TEMPERATURE: 375° F. Oven
INGREDIENTS	WEIGHTS	MEASURES	METHOD
Fruit, canned.....	Variable...	2-No. 10 cn.....	1. Drain fruit. Set aside for use in Step 3.
Butter or margarine, melted Sugar, brown.....	1 lb 8 oz... 3 lb.....	3 cups..... 2 qt.....	2. Pour 1½ cups butter or margarine in each pan. Sprinkle 1 qt brown sugar evenly over the butter. 3. Arrange fruit evenly over mixture in each pan; set aside for use in Step 5.
Yellow cake batter.	11 lb 2 oz.	5½ qt.....	4. Prepare cake batter. Use ¾ of Yellow Cake (Recipe Card G-32 or G-33). 5. Pour 2¾ qt (5 lb 9 oz) batter evenly over fruit in each pan.

INGREDIENTS	WEIGHTS	MEASURES	METHOD
			6. Bake 40 to 45 minutes. 7. Turn cakes from pans while still hot. 8. Cut each pan 6 by 9. Serve fruit side up.

NOTE: 1. If desired, pans may be greased and lined with paper to facilitate removal of cake.  
 2. Any canned fruit halves or slices may be used in Step 1. If crushed pineapple is used, only 1-No. 10 cn is necessary. Drain all fruit well.  
 3. If brown sugar is hard, combine sugar, butter or margarine and 1 cup of the fruit juice; melt over low heat. Divide mixture evenly between sheet pans and proceed with Step 3.

VARIATION

1. UPSIDE DOWN CAKE (CAKE MIX): Prepare 7 lb 8 oz (1½-No. 10 cn) canned Yellow Cake Mix according to directions on container. Substitute for cake batter in Step 4. Follow Steps 5 through 8.

Exhibit 6 (cont'd)

**GREEK CUISINE**

Visualize yourself in an authentic Greek Tavern and ordering some of these dishes. Before you know it you'll be dancing the Hessápeko.

Chicken Vegetable Soup (P-20) with Crackers

Savory Baked Chicken (L-140)

Moussaka (L-55)

Baked Stuffed Fish (L-107)  
With Lemon Butter Sauce (O-7)

Rice Pilaf (E-8)

Oven Browned Potatoes (Q-50)

Buttered Spinach (Q-G-3)

Okra and Tomatoes (Q-31)

Greek Tossed Salad (M-47) with  
Vinegar and Oil Salad Dressing (M-72)

Assorted Relishes

Green and Ripe Olives

Sesame Seed Rolls (D-G)

Butter

Fruit Cup (J-6)

Butternut Cookies (H-26)

Spice Cake (G-25) with Whipped Topping (K-16)

Sherbet

Coffee (C-5)

Tea (C-12)

Milk

Lime-Lemon Punch (C-6)

## Exhibit 6 (cont'd)

### Menu Notes

#### 1 Roll and Sweet Dough Mixes

Yeast may or may not be included as an ingredient in roll and sweet dough mixes. Check label and date on cans to see if yeast must be added. Prepare in accordance with directions provided in or on container.

#### 2 Breaded Veal Cutlets

1. Do not thaw cutlets. Prepare from the frozen state.
2. Cook frozen cutlets in 350 degree F deep fat until light brown. About 5 minutes.
3. Serve immediately or hold partially covered in 200 degree oven until served.
4. Each portion\* 1 cutlet.

#### 3 Breaded Pork Chops Dehydrated with Cream Gravy

1. Rehydrate pork chops by soaking in lukewarm salted water for 20 minutes, or until all portions are soft. If possible, cover; place in refrigeration overnight to equalize moisture. Drain.
2. Dredge chops in mixture of flour and seasonings; shake off excess. Reserve excess flour for use in step 4.
3. Reconstitute milk; combine with eggs.
4. Dip slices in milk and egg mixture. Then in reserved flour. Shake off excess.
5. Sauté in shallow fat on 375 F griddle 1-1/2 minutes per side or until brown.
6. Place slices in roasting pan. Add 2 cups water. Cover and bake 1 hour in 350 F oven.
7. Prepare 1/2 recipe for cream gravy G-17. Each portion\* 2 to 3 chops plus 1/3 cup gravy.

#### 4. Green Pea Soup (Dehydrated)

Place the can contents into 1-1/2 gallons of cool tap water. Do not use boiling water. Stir until smooth in consistency and then bring to a boil. Simmer 3 to 5 minutes.

#### 5. Tuna Cakes/Pimento Sauce

1. Follow preparation instructions in L-114. Use tuna in step 1.
2. Each portion\* 2 cakes.

#### 6. Braised Lamb Cutlets

1. Grill cutlets 3 minutes on greased griddle. Turn. Brush cutlets with seasoned shortening. Cook 3 minutes longer.

#### 2. Overlap cutlets in pans.

3. Add 2 cups water to cutlets in each pan.
4. Brush cutlets again with seasoned shortening. Cover pans.
5. Bake 1 hour or until tender.

#### 7. Veal Cutlets Parmesan

1. Cook frozen cutlets in deep fat until golden brown. Place fried cutlets on two sheet pans.
2. Place 1/2 oz slice of mozzarella cheese on each cutlet.
3. Prepare tomato sauce (O-15). Pour 6-1/2 cups sauce over cutlets in each pan.
4. Sprinkle 1/2 cup grated cheese over top of cutlets in each pan.
5. Heat in 350 degree F preheated oven for about 15 minutes or until cheese is melted.

#### 8. Beef Noodle Soup (Dehydrated)

Prepare in accordance with directions provided in or on the container.

#### 9. Baked Macaroni and Cheese

Substitute dehydrated American cheese for ground cheddar cheese in step 6 of recipe F-1.

#### 10. Hamburger Parmesan

1. Partially thaw beef patties. Dredge in mixture of flour, garlic, salt, and pepper. Set aside for use in step 3.
2. Reconstitute milk. Add eggs.
3. Dip patties in milk and egg mixture. Drain.
4. Mix bread crumbs and grated cheese together. Dredge patties in mixture; shake off excess.
5. Fry patties in 350 degree F deep fat for 2 minutes or until evenly browned. Set aside for use in step 7.
6. Combine sauce mix and seasonings with cold water. Mix until smooth. Add to boiling water, stirring constantly. Cook over medium heat until sauce comes to a boil. Simmer for 1 minute or until thickened.
7. Place patties on four 18 by 26 sheet pans. Top each patty with one-half ounce cheese.
8. Pour three and one eighth cups sauce over patties in each pan.
9. Bake in 350 degree F oven for 5 to 8 minutes or until cheese is melted.
10. Each portion\* 2 patties.

**Exhibit 7. Required Records and Reports**

[List all required reports, their frequency, and distribution.]

**Exhibit 8. Grounds Maintenance Areas**

NOTE: Provide sketches for grounds maintenance for each facility as required by each individual command. List any specific requirements.

Exhibit 9. Cleaning and Housekeeping Services Frequency Chart

(NOTE: Insert Frequencies  
which are required locally)

Frequency Code:	AM	After meal	2H	Twice a month	D	Daily	2Y	Twice a year	W	Weekly	4Y	Fours times a year	Y	Yearly	AR	As required	M	Monthly
	Sweep	Mop	Damp Mop	Wet <sup>1</sup> Mop	Wash <sup>2</sup>	Buff	Scrub <sup>3</sup> Wax	Rewax <sup>3</sup>	Strip <sup>5</sup> Clean	Vacuum	Shampoo							
Kitchen	AM	—	AM	AM	—	—	—	—	AR	—	—							
Varewashing (Includes entrances/ dining Areas exits)	AM	—	AM	AM	—	—	—	—	AR	—	—							
BY Storage	D	—	W	W	W	W	W	W	AR	AM	4Y							
Chill Storage	D	—	W	W	W	W	W	W	2Y	—	—							
Frozen Storage Platforms	D	—	W	W	W	W	W	W	Y	AR	—							
Outside Trash Storage Offices, Inside Trash Storage & Locker Rooms	D	—	—	D	—	H	—	H	—	AR	—							
Lavatories (Employee)	D	D	W	W	W	W	W	W	Y	AR	D							
Lavatories (Patrons)	AM	—	D	D	H	H	Y	Y	AR	—	—							

NOTE: 1. Wet mopping is not performed on wooden floors. Damp mopping will be substituted.

2. Substitute washing for wet mopping on concrete floors.

3. Waxing is not performed on concrete, ceramic, or terra zo floors.

4. Damp mopping is not required after the meal, when the daily wet mopping is performed.

5. Spot cleaning applies to all types of floors.

Exhibit 9 (cont'd)

	High Dusting	Low Dusting	Damp Wiping	Wall & Door Cleaning	Metal & Wood Polishing	Glass Cleaning	Window Cleaning	Light Fixture Cleaning	Duct & Louver Cleaning	Spot Cleaning	Ash/ Trash Removal	Clear- ing
	M	D	AM	W	W	D	Ext 2Y	Int M	M	M	D	AR
<u>Kitchen</u>	M	D	AM	W	W	D	Ext 2Y	Int M	M	M	D	AR
<u>Warewashing</u>	M	D	AM	W	W	D	2Y	M	M	M	D	AR
<u>Dining Areas (Includes entrances/ exists)</u>	M	D	AM	W	W	D	2Y	M	M	M	AM	AR
<u>Dry Storage</u>	M	W	W	M	M	2Y	W	2Y	M	M	D	AR
<u>Chill Storage</u>	M	W	W	M	M	2Y	W	—	—	M	D	AR
<u>Frozen Storage</u>	M	W	W	M	M	2Y	W	—	—	M	D	AR
<u>Platforms, Outside Trash Storage</u>	2Y	W	W	W	M	—	—	—	—	M	D	AR
<u>Offices, Inside Trash Storage &amp; Locker Rooms</u>	2Y	W	W	M	M	2Y	W	2Y	M	M	D	AR
<u>Lavatories (Employee)</u>	M	W	D	W	W	—	—	2Y	M	M	D	AR
<u>Lavatories (Patrons)</u>	M	D	AM	W	W	—	—	2Y	M	M	D	AR
<u>Plants - Plastic, Ornamental</u>	—	—	—	—	—	—	—	—	—	—	—	—
<u>Plants Live</u>	Water as Required	—	—	—	—	—	—	—	—	—	—	—
<u>Drapes</u> (when dry cleaning is required)	Remove and Replace	—	—	—	—	—	—	—	—	—	—	—

## SECTION E

### INSPECTION AND ACCEPTANCE: GOVERNMENT QUALITY ASSURANCE

Inspection and acceptance of services will be made at the time and place of performance, by the Contracting Officer or his designated or duly appointed representative.

The Contracting Officer will designate in writing the extent of authority that has been assigned the COR(s) for the evaluation and acceptance of the Contractor's Performance. The Contractor, prior to start date, will receive from the Contracting Officer, the names of the COR(s), and any other representative and a copy of their letter of appointment.

The COR will be responsible for inspection of the Contractor's performance by conducting inspections of required services and will provide the Contracting Officer with a monthly certification of the Contractor's performance.

## GOVERNMENT QUALITY ASSURANCE

### 1. PURPOSE

The document explains the requirements and standards for performance of service necessary for acceptable contract performance. It describes the quality assurance methods the Government will use to evaluate the Contractor's performance in meeting the contract requirements and also describes the procedure the Government will use in reducing the Contractor's payment when a standard for performance is determined to be in noncompliance with contract requirements.

The performance requirements summarize the following information:

Required service under provisions of contract.

Standard for performance of required service.

The acceptable quality level (AQL) for performance of required service.

The AQL establishes acceptance (Ac) and rejection (Re) number that determine compliance or noncompliance with each contract requirement.

The inspection method and frequency of periodic inspections during which required services will be evaluated by the Government.

The specific amount or the percent to be used in computing the amount that will be deducted from the contract payment, when performance is found unacceptable.

### 2. BASIS FOR QUALITY ASSURANCE PROCEDURES

The primary quality assurance procedures that will be used by the Government to inspect and evaluate a Contractor's performance will be based on a random sample inspection of most contract requirements. The Contractor's performance for other requirements will be checked periodically (weekly, monthly, quarterly, or semiannually) and a combination of as-required and compliant processing. Inspection and evaluation of the Contractor's performance of required services will be conducted by the COR or other authorized representatives of the Government. The Government reserves the right to increase the frequency of inspections as deemed necessary by the Contracting Officer to assure that contract requirements are being met.

### 3. CRITERIA FOR RANDOM SAMPLE INSPECTIONS

a. Random Sampling Inspection Criteria are derived from MIL-STD-105. When the number of unsatisfactory ratings in the Contractor's performance determined by the COR to exceed the AQL acceptance (AC) number for any requirement, the Contractor shall be required to complete a Contract Discrepancy Report (CDR). The CDR will require the Contractor to explain in writing why performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented in the future. In accordance with the General Provision entitled, "Inspection of Services," the Contractor will not be paid for services not rendered in accordance with the standards set forth in this contract.

b. Criteria for Other Requirements. The criteria for other requirements were derived from estimates of the level of performance experienced when the service was done by Government personnel or are the level of performance deemed acceptable to the Government. The use of the CDR as described above applies to these requirements as well.

#### 4. DETERMINATION OF CONTRACTOR'S PERFORMANCE

a. At the end of each month the Contractor's performance in meeting contract requirements will be determined from the COR's Quality Assurance Checklists.

b. If the number of unsatisfactory ratings for a specific service is equal to or less than the AQL acceptance (Ac) number, the service will be determined acceptable.

c. If the number of unsatisfactory ratings for a specific service is equal to or greater than the AQL reject (Re) number, the service will be determined unacceptable.

d. Unsatisfactory ratings or defects shall be cumulative for each task/service requirement throughout the month for purpose of computing deductions from payments to Contractor.

e. When performance in any specific service is determined unacceptable and clearly the fault of the Contractor, an amount of money up to the percentage cost of the service as shown in the Performance Requirements Summary will be deducted from the monthly payment as computed in paragraph 5.

#### 5. DEDUCTION OF MONTHLY PAYMENT FOR UNACCEPTABLE SERVICES: RANDOM SAMPLE INSPECTIONS

The amount of money to be deducted for unacceptable performance will be computed as follows: The total monthly payment will be divided by the total number of meals served in each dining facility to arrive at the monthly cost for each facility. The percentages for exceeding the AQL acceptance (Ac) number will be applied by facility against the facility monthly cost. For example

If: During the month, Dining Facility No. 5 was given a total of 7 defects in the menu compliance requirement, which is 2 more than the acceptance level number of 5,

And: The Sample Size is 32,

And: The deduct percentage for noncompliance with the menu requirement were 2%,

And: The total number of meals served in that dining facility for the month were 28,110,

And: The per month contract price for operation of Dining Facility No. 5 were \$44,280

Then: Deduction from the current month's invoice (for this element only) would be as follows:

Price (\$44,280) times deduct factor (.02)	= \$885.60
x percent of sample defective	x .2188
(7 ÷ 32 = 21.88%)	
Deduction =	\$193.77

## 6. DEDUCTION OF MONTHLY PAYMENT FOR UNACCEPTABLE SERVICE: PERIODIC CHECKS

The percentage of the monthly contract price indicated in column five of the Performance Requirements Summary will be deducted as above except the unsatisfactory ratings are divided by the total lot which is described in the AQL column. For example:

If: Requesting subsistence in Dining Facility #2 is unsatisfactory, AQL of 1 late request is exceeded (Acceptance level = 1, Reject level = 2 and more)

And: The deduction for this service is 0.3%.

And: The lot size is 12 requests in the month (assume 2-2-3 issue cycle).

And: The number of late requests was 3.

And: Monthly price of Dining Facility #2 is \$39,420.

Then: Deduction from the current month's invoice is:

Cost of Dining Facility #2	=	\$39,420
x Deduct Percentage 0.03%	=	<u>.003</u>
		\$118.36
x Percent of Lot Defective		<u>.25</u>
(3 ÷ 12 = 25%)		
Deduction		\$ 29.57

## 7. OTHER SERVICES EVALUATED

For those services that are inspected less frequently than monthly, the deduction will be taken from the month's invoice in which that area was inspected and found unacceptable.

## 8. RANDOM SAMPLING BY FACILITY

Inspection of each facility will be accomplished at a frequency in accordance with the sample size determined from the lot established for each facility.

## 9. REPERFORMANCE OF SERVICES

When services are evaluated by random sampling methods, recorded defects or unsatisfactory conditions shall not serve to excuse reperformance by the Contractor when

reperformance can reasonably be accomplished that day. During evaluation by other methods of inspection, reperformance may be permitted when feasible without recording defects or unsatisfactory ratings.

Exhibit 10. PERFORMANCE REQUIREMENTS SUMMARY

Required Services	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Presence of Project Manager or Acting Representative	Present all hours while employees are working. Available in the serving or dining area while meals are served. See Para 1.4.2, 1.4.3.	6.5	Random Sample _____%	
Progressive Cooking	Hot foods ready for service not more than 15 minutes prior to placement on line. See Para 5.5.4 and 5.5.5.	6.5	Random Sample _____%	
Recipe Compliance	Menu items prepared in accordance with standard recipe. See Para 5.5.1 and 5.5.3.	6.5	Random Sample _____%	
Menu Compliance	All items on the approved menu on the serving line. See Para 5.1.1 and 5.5.2	6.5	Random Sample _____%	
Short Order Cooking	All sandwiches, hot dogs, hamburgers, French fries prepared to order. Also, include short order breakfast items. See Para 5.5.4.2	6.5	Random Sample _____%	
Pastry Baking	Approved variety of pastry baked fresh daily, or purchased from vendor. See Para 5.5.4.4	6.5	Random Sample _____%	
Maintain Food on Line as Required	All menu items including beverages and condiments available throughout the serving period. See Para 5.5.5 thru 5.5.8	4.0	Random Sample _____%	
Line Appearance	Serving line appearance is maintained throughout the meal. See Para 5.5.5	6.5	Random Sample _____%	
Maintain Cafeteria	Average flow rate for cafeteria line is _____ per minute, and _____ per minute for short order line. See Para 5.5.6	6.5	Random Sample _____%	
Portion Size	Patrons receive allowable portions. See Para 5.5.6	6.5	Random Sample _____%	

## Exhibit 10 (cont'd)

Required Services	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
<u>Personnel Hygiene and Health</u>	See Para 1.4.5 and 1.4.6	6.5	Random Sample _____%	
<u>Uniforms of Employees</u>	Employees wear required uniforms, including proper hair restraints and shoes. Uniforms are clean each day See Para 1.4.9	6.5	Random Sample _____%	
<u>Linen and Uniform Storage</u>	Meet Requirements of Para 5.7.13.1	10.0	Random Sample _____%	
<u>Food Handling and Storage Sanitation</u>	See Para 5.7.4	6.5	Random Sample _____%	
<u>Food Display and Food Service Handling and Sanitation</u>	Proper care and use of dairy products, leftovers, chilled foods, and cooked roasts. See Para 5.7.7	6.5	Random Sample _____%	
<u>Kitchen Equipment and Utensil Cleaning and Sanitation</u>	Meet requirements of Para 5.7.8	6.5	Random Sample _____%	
<u>Food Serving Line Equipment Cleaning and Sanitation</u>	Meet requirements of Para 5.7.9	6.5	Random Sample _____%	
<u>Dining Area Equipment Cleaning and Sanitation</u>	Meet requirements of Para 5.7.10	6.5	Random Sample _____%	
<u>Maintain Dining Tables That Are Clean and Presentable At All Times</u>	Prompt removal of any dishes left by careless diners. Clean tabletops or clean and presentable tablecloths when tablecloths are used. See Para 5.5.11	6.5	Random Sample _____%	
<u>Availability of Tableware</u>	Tableware available without waiting See Para 5.5.9	6.5	Random Sample _____%	
<u>Food Preparation,</u>	See Para 5.7.5 and 5.7.6	6.5	Random Sample _____%	

## Exhibit 10 (cont'd.)

Required Services	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Headcount Procedures (only when Option 2 specified)	Follow proper cashiering procedures. See Para 5.6.4	6.5	Random Sample	_____%
Timeliness of Cashier Service. (only when Option 2 specified)	Flow rate of persons _____ per min. See Para 5.6.1	6.5	Random Sample	_____%
Change Funds (only when Option 2 specified)	Provide adequate change for cashier. See 5.6.2	10	Random Sample	_____%
Cashier Instructions (only when Option 2 specified)	Follow Cashier Instructions See 5.6.3	6.5	Random Sample	_____%
Meals for Contractor Employees	Employees pay for all food consumed. Only authorized employees are allowed to eat. See Para 1.4.11	6.5	Random Sample	_____% Plus cost of all ineligible meals found consumed during actual inspection periods only.
Personnel Eligible to Eat (only when Option 2 specified)	Cashier allows only eligible personnel to eat. See 5.6.4	4.0	Random Sample	_____% Plus cost of all ineligible meals found consumed during actual inspection periods only
Posting Menu	Meet requirements of 5.1.3.	6.5	Random Sample	_____%
Posting Standard Operating Procedures and Government-Furnished Signs.	Meet requirements of Para 1.6, and 5.7.2	4.0	Random Sample	_____% for each posting requirement not met.
Subsistence Storage Rotation and Responsibility	Meet requirements of Para 5.3.1 and 5.3.2	10	Random Sample	_____%
Conduct Accurate Inventory	Physical count of inventory sheets must equal physical count on hand. Prices must be Lot is number	1% of line items	Random Sample	_____%

## Exhibit 10 (cont'd.)

Required Services	Standard for Performance	Maximum Acceptable Deviations from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Remove Soiled Tray Carts (if applicable)	Soiled tray carts removed when filled. Adequate tray cart space available throughout the meal. See Para 5.5.10	6.5	Random Sample _____%	
Handling and Storage of Cleaned and Sanitized Equipment and Utensils	Meet requirements of Para 5.7.11	6.5	Random Sample _____%	
Floor Maintenance	Meet requirements of Para 5.8 and Exhibit 9	10	Random Sample _____%	
Dusting	Meet requirements of Para 5.8 and Exhibit 9	10	Random Sample _____%	
Cleaning, Damp Wiping and Polishing	Meet requirements of Para 5.8 and Exhibit 9	10	Random Sample _____%	
Glass, Ducts, Fixtures and Other Cleaning	Meet requirements of Para 5.8 and Exhibit 9	10	Random Sample _____%	
Cleaning and Supply of Lavatories	Meet requirements of Para 5.8 and Exhibit 9	6.5	Random Sample _____%	
Garbage and Trash	Meet requirements of Para 5.7.12	6.5	Random Sample _____%	
Ice and Snow Removal	Cleaning of ice and snow before meal period. See 5.9.3	6.5	Random Sample _____%	
Cleaning Area receptacles	Clean area receptables as required. See 5.9.4	6.5	Random Sample _____%	
Sweeping	Sidewalks and outside areas cleaned daily after breakfast. Entrance/exits cleaned after lunch and dinner. See Para 5.9.2 and requirements in Exhibit 8.	6.5	Random Sample _____%	
Transportation (only when Option I specified)	Contractor provided vehicles and operator. See 5.2.6	4.0	Random Sample _____%	

## Exhibit 10 (cont'd.)

Required Service	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Control and Deposit Cash Receipts (only when Option 2 specified)	Deposit and record all cash collected on required forms. See Para 5.6.3 thru 5.6.8 and 5.13.3.3.	Not applicable	Check daily	
Excess Subsistence	Inventory on-hand in a dining facility does not exceed one issue cycle and one day's ration. See Para 5.3.3.	None Lot is number of issue cycles per month.	Check Weekly	
Safeguarding Controlled Forms	Forms safeguarded in compliance with Para 5.6.5 and 5.13.3.5	None Lot is number of controlled forms	Check Weekly	
Maintain Medical Certificates	All employees have certificates before starting to work. Maintain updated file. See Para 1.4.4 and 1.4.6.3	None Lot is number of persons requiring certificates	Check Monthly	
Training	Employees receive all required training. Training records maintained. See Para 1.4.10	None Lot is the number of persons requiring training in a month.	Check Monthly	
Managing Dining Facility Accounts	Meet requirements of Para 5.13.3.1 and 5.13.3.4.	None	Check Monthly	% for failure to meet requirements for each form up to % for all forms.
Control of Gains and Losses	Accumulated gains and losses may not exceed 3% of earned income. See Para 5.13.3.2.	Not applicable	Check Monthly	Reimburse the Government for losses in excess of 3%
Conduct Monthly Subsistence Inventory	Inventory on last day of month. See Para 5.4.1.	None	Check Monthly	% for each day late up to a maximum of %

## Exhibit 2C (cont'd.)

Required Services	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Contractor Provided Supplies	Meet requirements of Exhibit 5 and Para 5.11.4	1% of line items Lot is number of supply	Check Monthly	<u>      </u> % If more than 1% of line items missing.
Facilities Maintenance Work Request Submitted and Maintenance Log Retained.	Work requests on file for all needed Maintenance. See Para 5.13.4	None Lot is number of requests needed.	Check Monthly	<u>      </u> %
Prepare Required Reports	Reports submitted as required. See Exhibit 7, and Para 5.13.2	None	Check Monthly	<u>      </u> % for each late report up to <u>      </u> % for all reports
Transportation (Only when Option 3 specified)	Contractor provided operator and maintenance. See Para 5.2.6	None Lot is the # of vehicles	Check Monthly	<u>      </u> %
Maintain Publications and Forms	Meet requirements of 5.13.1	1% of publications Lot is number of forms and publications to be maintained.	Check Quarterly	<u>      </u> % If more than 1% found.
Maintain Food Service Equipment	Provide services as required. See Para 5.12.1 and 5.12.2	None Lot is the number of pieces of equipment	Check Quarterly	<u>      </u> %
Conduct Annual Subsistence Inventory	Meet requirements of Para 5.4.2	None	Check Annually	<u>      </u> % for each day late up to a maximum of <u>      </u> %
Unauthorized Subsistence Transfer	Meet requirements of Para 5.4.3	None	Check as Required	<u>      </u> % for each transfer
Dining Facility	Decorations in place and removed	None	Check as Required	<u>      </u> %

## Exhibit 10 (cont'd)

Required Services	Standard for Performance	Maximum Acceptable Deviation from Requirements (AQL)	Inspection Frequency and Method	Contract Payment Reduction for Exceeding AQL
Quality Control Program, Inspection System and Inspection File	Maintain and Conduct a Quality Control Program and Inspection System. Maintain records to document performance. See Para 1.5.1 and 1.5.1.1.	Not applicable	Check as required	Cause for Termination of contract
Equipment Accountability	Maintain control of all Government provided equipment. See Para 5.10.2	Not applicable	Check as Required	Value of missing equipment
Government Furnished Supplies and Expendable Equipment Accountability	Return supply inventory equal to beginning inventory with same quality items. See Sec. C-3, Exhibit 4, Para 5.11.2	Not applicable	Check as Required	Cost of missing supplies
Serving Meals Away from Dining Facility (only when Option 1 specified)	Food in approved container and available for serving by start of meal period See Para 5.5.12	Two complaints, Lot is number of meals served	Customer Complaint	%
Requisitioning Subsistence	Subsistence request. See Para 5.2.1	1 late request. Lot is the number of requests per month	TISA Complaint	%
Pick-up and Receipt for Subsistence (only Option 1 and 3 specified)	Pick-up and receipt as per established schedule. See Para 5.2.2 and 5.2.3	1 late pickup. Lot is the number of pick-ups per month.	TISA Complaint	%
Security of Government Facilities	Meet requirements of Para 5.12.4	None Lot is number of facilities.	Security Police Complaint	%

## QUALITY ASSURANCE AND INSPECTION PLAN

### Introduction

1. The Quality Assurance Inspection Plan has been developed to implement Section E, Inspection and Acceptance, of the Army Food Service Contract. It is designed to aid the COR in providing effective and systematic inspection of all of the aspects of a full food service operation. The plan evaluates all contract requirements by use of:

- a. Inspection Guides for Random Sample
- b. Inspection Guides for Periodic Inspections
- c. Quality Assurance Checklists
- d. Quality Assurance Discrepancy Checklists

2. The objective of the inspection plan is to evaluate a Contractor's performance in producing the final product or service, and not in the details of how it is done. The principal method of evaluation will be the inspection of selected services by random sampling. Evaluation of other services, not evaluated by random sampling, will be based on inspections conducted on a periodic basis, or analysis of complaints.

3. Inspection Guide 1 will be followed when inspections are conducted by random sampling. Inspection Guide 2 will be followed when inspections are conducted on a periodic basis. The Quality Assurance Checklists will be used to record the status (satisfactory (S) or unsatisfactory (U)) of the Contractor's performance for each required service. The Quality Assurance Discrepancy Checklist (Exhibit 10) will be used to detail and record the reason for any unsatisfactory service and to obtain the Contractor's signature for acknowledgment of the unsatisfactory performance.

### How To Develop the Monthly COR Inspection Schedule

1. It will be the COR's responsibility to develop a monthly schedule for inspection of the Contractor's performance in meeting contract requirements (see Exhibit 11). This monthly inspection Schedule will be completed by the last workday of the preceding month. A copy will be submitted to the Contracting Officer for information and review.

2. When preparing the schedule, fill in the number of each dining facility to be inspected in the space provided. Random sample inspections and periodic inspections are required for each facility.

3. When developing the random sample inspection part of the schedule, the COR will select the meal periods for sampling using the procedures in paragraph C that follows. Inspection for performance of cleaning and housekeeping services will be based on the

Contractor-approved schedule (Section C, Exhibit 9). Most of the cleaning and housekeeping services can be checked by the COR before meal service begins. Those that cannot will be scheduled at a different time.

4. Periodic inspections of other services not inspected by random sample inspections will be programmed into the schedule as required. When developing the periodic inspection part of the schedule, the COR will select the time for conducting them following the procedures in paragraph D that follows. Space is provided on the schedule for all required periodic check inspections. Record the time and list the periodic checks that will be conducted during the month in the appropriate space for each dining facility.

5. Any changes to the monthly schedule must be sent to the Contracting Officer in advance of the effective date of such changes.

6. Actual inspection activity must be conducted in accordance with the monthly schedule. The Contracting Officer must be able to observe the COR's performance by using the monthly schedule.

7. An Auditor or Inspector General should be able to conduct a complete audit trail from the monthly inspection schedule and other documents of this plan, prepared by the COR. The audit trail should lead to any actions taken by the Contracting Officer.

#### Procedure for Determining Random Sample Inspection Periods

1. For random sample inspections, the COR will draw a sample of the meal periods that will be inspected during the coming month. To do this, refer to Table 1 (Random Sampling Worksheet), and do the following steps:

a. Use a separate random sampling worksheet for each dining facility.

b. Write the name of the facility to be inspected on each worksheet. Line out any days or meal periods when the dining facility will not be open for the coming month. Determine the remaining number of meal periods. This number is the lot size. Refer to Sample Size Table (Table 2), Inspection Level III, to find the appropriate sample size. Next, divide the lot size (remaining meal periods) into three sublots.

c. Refer to the Random Number Table (Table 1) and randomly select one-third of the required sample size from the numbers remaining in each subplot. The numbers selected will be the meal periods for the random sample inspections to be made in accordance with Inspection Guide 1.

**NOTE:** When the lot size or sample size is not exactly divisible by 3, use the closest sequence of whole numbers. For example, for a lot size of 80, sublots would be 26, 27, and 27. For a sample size of 32, subsamples would be 10, 11 and 11.

d. Transfer these time periods of inspection to the COR's Inspection Schedule (Exhibit 11). Repeat this selection process for each of the dining facilities that the COR will inspect for the month, until all of the selected periods have been recorded on the schedule.

e. Revisions to this plan are the responsibility of the Contracting Officer.

2. Information on Sample Unit, Lot Size, Sample Size, AQL's, Accept (AC) Reject (Re) numbers, procedures for Random Sample Inspections and Performance Criteria are given in Inspection Guide 1.

#### **Procedure for Determining Periodic Check Inspection Periods**

1. There are some contractual requirements that are not appropriate for the random sample concept for inspections. These requirements will be checked on a periodic basis, as required, or on the basis of complaints. The frequency for conducting periodic check inspections are listed in Section E (Performance Requirements Summary). The COR should carefully evaluate the requirements for each periodic check inspection and strategically program them in the monthly schedule to permit the most beneficial use of time. Information on Sample Unit, Lot Size, Sample Size, AQL's, Accept Reject numbers and procedures for periodic check inspections and performance criteria are given in Inspection Guide 2.

2. A separate "Inventory Accuracy Guide" is provided to explain the procedure to use to determine statistically the accuracy of the inventory taken by the Contractor.

3. For those contract requirements best evaluated by complaints, the appropriate personnel should be briefed on the requirements prior to contract start date. These personnel should submit a complaint form to the COR when contract requirements are not met. If the COR verifies the complaint, it will be entered on the Quality Assurance Discrepancy Checklist.

FOR MONTH OF: \_\_\_\_\_

Exhibit 11. Quality Assurance Discrepancy Checklist

DINING FACILITY

Date	Time	Item Number	Quality Assurance Checklist												Contractor's Signature	Summary of Discrepancy
			1	2	3	4	5	6	7	8	9	10	11	12		

Exhibit 12. Contracting Officer's Representative (COR) Inspection Schedule

Week of \_\_\_\_\_

*Dining Facility	Random Sample Inspections				Periodic Check Inspections			Check Complaints		
	1	2	3	4	Check Daily	Check Weekly	Check Monthly & Annually	Check Quarterly	Check as Required	Check Complaint
Day 1										
2										
3										
4										
5										
6										
7										

Weekly Total \_\_\_\_\_  
Monthly Total \_\_\_\_\_

\*Insert: the actual number of each facility.  
Can increase or decrease number of facilities

Table 1. Random Sampling Worksheet

Day	B	D	S
1	1	2	3
2	4	5	6
3	7	8	9
4	10	11	12
5	13	14	15
6	16	17	18
7	19	20	21
8	22	23	24
9	25	26	27
10	28	29	30
11	31	32	33
12	34	35	36
13	37	38	39
14	40	41	42
15	43	44	45
16	46	47	48
17	49	50	51
18	52	53	54
19	55	56	57
20	58	59	60
21	61	62	63
22	64	65	66
23	67	68	69
24	70	71	72
25	73	74	75
26	76	77	78
27	79	80	81
28	82	83	84
29	85	86	87
30	88	89	90
31	91	92	93

Table 2. Sample Size Table

Lot Size	Sample Size	
	Inspection Level II	Inspection Level III
2-8	2	3
9-15	3	5
16-25	5	8
26-50	8	13
51-90	13	20
91-150	20	32
151-280	32	50
281-500	50	80
501-1,200	80	125
1,201-3,200	125	200
3,201-10,000	200	315
> 10,000	315	500

**Inspection Guide 1: Random Sample Inspections**

1. **Sample Unit.** One meal period (to include time before or after the meal service).
2. **Lot Size.** Lot size is expressed in terms of the sample unit (number of meal periods per month).
3. **Sample Size.** Sample size is the number of sample units indicated by inspection level III. Refer to Table 2 to determine sample size.
4. **Acceptable Quality Level.** Refer to Section E — Inspection and Acceptance — for AQL of each required service.
5. **Accept (AC) — Reject (Re) Numbers.** Refer to Table 3 to determine accept-reject numbers for any given sample size and AQL.
6. **Sample Procedure.** See paragraph C, Procedure for Determining Random Sample Inspection Periods.
7. **Inspection Procedure.** For each of the randomly selected inspection periods the attached checklists will be used to rate the services performed by the Contractor. Unsatisfactory performance ratings will be accumulated against each numbered service based on inspection findings of the COR. Some services have subitems that contribute to the total required service. Any unsatisfactory subitem will be cause for the whole service to be unsatisfactory for that observation. An explanation of all unsatisfactory ratings will be recorded on the Quality Assurance Discrepancy Checklist and the Contractor's signature obtained to verify the unsatisfactory rating. Proper documentation is important for it will be used by the Contracting Officer to determine the kind of action to be taken against the Contractor when performance is determined to be unacceptable.
8. **Performance Criteria.** Each of the services are treated separately for application of performance criteria. Performance will be unacceptable if the unsatisfactory ratings for a given service exceed the acceptance (Ac) number for the applicable sample size and AQL.

FACILITY: \_\_\_\_\_

## Exhibit 13. COR Quality Assurance Checklist

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Presence of project manager or Contractor's supervisor. Para 1.4.2 and 5.5.5.																															
Food is prepared in accordance with recipes specified in the installation menu.																															
Food items progressively cooked and served not more than 10 minutes prior to placement on the line.																															
Short-order breakfast items cooked to order.																															
Approved variety of pastry items available fresh daily.																															
All items on the approved menu are on the line.																															
Leftovers handled in accordance to Para 5.7.7.6.																															
Average flow rate through the short order line is _____ per minute.																															
Average flow rate through the cafeteria line is _____ per minute.																															
Menu posted.																															
Patrons receive allowable portions.																															
Line appearance is maintained.																															

## INABILITY:

## Exhibit 13 (cont'd)

19

Indicate the Time. Place an "S" or "H" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

1	SERVICE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
I	Tableware is available without patrons waiting.																															
I	Tray cart space available throughout the meal.																															
I	Eating places are maintained. Dishes left on tables removed and tabletops kept clean.																															
I	Meals served away from dining halls must be available on time and in the properly marked containers.																															
I	Pare roast beef cooked to internal temperature of 140°F.																															
I	All hot foods maintained at an internal temperature of 140°F to 160°F.																															
I	Cold food chilled between 32°-45°F. Food exposed to room temperatures for 3 hours will be destroyed.																															
I	Milk for drinking in unopened pint packages or in mechanically refrigerated bulk milk dispenser. Cream or half & half is in individual service container, protected pour-type pitcher or refrigerated dispenser.																															

FACILITY: \_\_\_\_\_

Exhibit 13 (cont'd)

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

ITEM	SERVICE	MONTH																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1	Ice for consumer use is dispensed with proper equipment.																																
	Packaged food which has passed the expiration date is not sold.																																
	Food handling and storage Sanitation according to Para 5.7.4.																																
	Potentially hazardous food requiring hot storage. See Para 5.7.4.7 to 5.7.4.10.																																
	Potentially hazardous foods requiring cooking. See Para 5.7.6.6 to 5.7.6.10.																																
	Potentially hazardous food held at unsafe temperatures for more than 3 hours cumulative time is destroyed.																																
	Sandwiches made, wrapped, chilled, and dated as in Para 5.7.5.																																
	Potentially hazardous food requiring refrigeration or freezing. See Para 5.7.4.5 to 5.7.4.7.																																
	Potentially hazardous food																																

## FACILITY:

## Exhibit 13 (cont'd)

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

MONTH: 10

SERVICE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Personnel hygiene, appearance and attire, according to Para 1.4.																																		
Employee with symptoms of a communicable disease, respiratory ailment, open sores, or lesions, report to the installation medical facility. (Para 1.4.6.2).																																		
Issues made on first-in first-out basis unless date coded.																																		
Subsistence stored, safeguarded, and accounted for by Contractor.																																		
Food preparation surfaces are cleaned, rinsed and sanitized.																																		
Kitchen food preparation equipment cleaned at end of cooking period.																																		
Tableware, cookware, and utensils are washed, rinsed, sanitized and air dried.																																		
Storage racks cleaned with a sanitizing solution.																																		
Deep-fat fryers drained and cleaned at end of day.																																		

## FACILITY: \_\_\_\_\_

## Exhibit 13 (cont'd)

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

1 SERVICE	MONTH																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Reusable grease or oil is strained and saved.																																		
Ovens and ranges cleaned daily.																																		
Interior grease traps and drains kept clean.																																		
Kitchen exhaust hoods wiped after each meal. Exhaust hood filters over fryers cleaned after each use.																																		
Warewashing equipment drained and cleaned after each use.																																		
Dishwashing machine. Removable parts removed and cleaned.																																		
Serving line equipment cleaned after each meal.																																		
Serving line exhaust hoods wiped after each meal, cleaned weekly.																																		
Ice machines exterior wiped daily, thoroughly cleaned weekly.																																		
Beverage dispensers cleaned after each meal.																																		
Coffee makers/urns flushed at end of each day.																																		

FACILITY: \_\_\_\_\_

Exhibit 13 (cont'd)

MONTH: \_\_\_\_\_

19

Indicate the Item. Place an "S" or "W" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Control and safeguard cash receipts. Deposit cash as per instructions of Finance Office.																															
Separate containers are used to sort garbage and trash.																															
Soiled cans covers, can washing area, and dumpsters kept clean.																															
Unprotected plastic cans containing garbage or refuse not stored outside or on loading dock.																															
Linens stored in a clean area and protected from contamination.																															
Custodial services are to the quality specified in Para 5.8 and Exhibit 9.																															
Lavatories kept stocked with tissue, soap, and towels. See Para 5.8.1.																															
Mops, brooms, brushes used in cleaning lavatories have red painted handles.																															
Entrances and sidewalks swept, and the area kept clean.																															

FACILITY: \_\_\_\_\_

Exhibit 13 (cont'd)

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

SERVICE	MONTH																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1 Ice and snow removed from sidewalks and access areas.																																	
Transportation (Option 1) Contractor provides sufficient vehicles and licensed operators. See Para 5.2.6.																																	

Transportation (Option 3)  
Contractor provides licensed  
operators and maintenance for  
Gov't Vehicles.  
See Para 5.2.6.

## **Inspection Guide 2: Periodic Check Inspections**

1. **Sample Unit.** Sample unit differs for each required service. Refer to lot size which is expressed in terms of the sample unit.
2. **Lot Size.** Refer to Section E — Inspection and Acceptance — to determine what constitutes a lot for each required service and establish the lot size.
3. **Sample Size.** Sample size shall be the number of sample units indicated by inspection level II. Once the lot size for a given requirement is determined refer to Table 2 to determine the appropriate sample size.
4. **Acceptable Quality Level.** The AQL's for required services are provided in Section E.
5. **Accept — Reject Numbers.** Accept or reject numbers are based on AQL's established for each required service. Example: AQL — None; Accept on 0; Reject on 1.
6. **Sampling Procedure.** See paragraph D, Procedure for determining Periodic Check Inspection Periods.
7. **Inspection Procedure.** For each of the periodic check inspections required, the attached checklists will be used to check the performance of the Contractor. Unsatisfactory performance ratings will be accumulated against each service based on inspection findings of the COR. An explanation of all unsatisfactory ratings will be recorded on the Quality Assurance Discrepancy Checklist and the Contractor's signature obtained to verify the unsatisfactory rating. Proper documentation is important for it will be used by the Contracting Officer to determine the kind of actions to be taken against the Contractor when performance is determined to be unacceptable.
8. **Performance Criteria.** Each of the services are treated separately for application of performance criteria. Performance will be unacceptable if the unsatisfactory ratings for a given service exceed the acceptance (Ac) number for the applicable sample size and AQL.

FACILITY: \_\_\_\_\_

## Exhibit 14. COR Quality Assurance Checklist - Daily

MONTH \_\_\_\_\_ 19

Indicate the Time. Place an "S" or "U" for Satisfactory or Unsatisfactory Service in Proper Space Below for Each Day

<u>Contract Requirement</u>	<u>Method of Inspection</u>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Control and Deposit Cash Receipts (only when Option 2 specified)	Deposit and record all cash collected on required forms. See Para 5.6.3 thru 5.6.8 and 5.13.3.3																															

FACILITY	Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily)	FROM _____	TO _____
Excess Subsistence			Inventory onhand does not exceed one issue cycle and one days' ration.  See Para 5.3.3		
Safeguarding Controlled Forms			Forms safeguarded in compliance with Para 5.6.5 and 5.13.3.5		

Exhibit 16. COR Quality Assurance Periodic Checklist - Monthly

FACILITY Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily)
-------------------------------------	-------------------------	--

Training.	Check Contractor's records. All personnel receive required training.	
Month end subsistence inventory	Check that monthly inventory is promptly taken at end of month, and inventory is accurate.	
Maintain medical certificates	All employees have current certificates. Maintain updated file.	
Gains and losses do not exceed 3% earned income	See procedure in AR 30-1 para 3-73.	
Contractor-provided supplies	Check Contractor's supplies in use 1 day during month, as shown in Exhibit 5. (Section C)	
Employees have medical certificates prior to starting work.	Check date of new employee's medical certificate against date started work. Check Contractor's files.	
Facility maintenance work requests submitted, and maintenance log retained.	Check Contractor's files for work requests for all needed maintenance.	
Conduct accurate inventory.	Physical count of inventory sheets must equal physical count on hand. Prices must be correct.	

## Exhibit 16 (cont'd)

FROM \_\_\_\_\_ TO \_\_\_\_\_

FACILITY	Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily)
Fiscal accountability	Follow requirements of Para 5.13.3.1 - 5.13.3.5		
Prepare required reports	Reports submitted as required. See Exhibit 7.		
Transportation (only when Option 3 specified)	Contractor provided driver and vehicle maintenance.		

## Exhibit 17. COR Quality Assurance Periodic Checklist - Quarterly

FROM \_\_\_\_\_ TO \_\_\_\_\_

FACILITY \_\_\_\_\_

Contract  
RequirementMethod of  
InspectionDate of Accomplishment (Give date accomplished and  
indicate with an "S" or "U" if accomplished  
satisfactorily or unsatisfactorily)

Publication Control	Meet Requirements of 5.13.1		
Maintain food service equipment.	Provide all services as required. See Para 5.12.1 and 5.12.2.		
Maintain publications and forms.	Meet requirements of 5.13.1.		

**Exhibit 18. COR Quality Assurance Periodic Checklist – Annually**

FACILITY	Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily)
	Inventory equipment and determine required maintenance.	Conduct 100% inventory and determine required maintenance and avail- ability of all equipment.	
	Supplies furnished by government are replaced in the same quantity and with same quality.	One month before Contract expires, conduct 100% inventory.	
	Annual year-end subsistence inventory.	Annual subsistence inventory taken as per para 5.4.2.	

**Exhibit 19. COR Quality Assurance Periodic Checklist – Complaints**

FACILITY	Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily)
Requesting Subsistence	Verify accuracy of complaint para 5.2.1	Verify accuracy of complaint. See para 5.2.2 and 5.2.3.	
Pickup and Receipt for Subsistence (only when Option 1 and 3 specified).	Verify accuracy of complaint. See para 5.5.12.	Verify accuracy of complaint. See para 5.5.12.	
Serving meals away from dining facilities. (only when Option 1 specified).	Verify accuracy of complaint with security para 5.12.4	Verify accuracy of complaint with security para 5.12.4	
Security of Government Facilities			

**Exhibit 20. COR Quality Assurance Periodic Checklist – As Required**

FACILITY	Contract Requirement	Method of Inspection	Date of Accomplishment (Give date accomplished and indicate with an "S" or "U" if accomplished satisfactorily or unsatisfactorily).
Quality Control Program, Inspection System and Inspection File	Maintain and conduct a Quality Control Program and Inspection System. Maintain records to document performance. See Para 1.5.1 and 1.5.1.1.	In place on the day specified by the Contracting Officer. Para 1.3.11.	
Conducted Required Surveys	Required forms available, properly distributed, and collected. Para 5.6.3	Check for Unauthorized transfer of subsistence by the Contractor. Para 5.4.3.	Check to Account for all Government Owned Equipment. Para 5.10.2.
Unauthorized Subsistence Transfer	Check to Assure Inventory Brought To Initial Inventory Para 5.11.2. Exhibit 4, Section C-3		
Equipment Accountability			
Government Furnished Supplies and Expendable Equipment Accountability			

**Inventory Inspection Guide: Inventory Accuracy**

1. **Sample Unit.** One-line item.
2. **Lot Size.** Lot size is expressed in terms of the sample unit (number of line items on inventory sheet).
3. **Sample Size.** Sample size is the number of sample units indicated by inspection level II. Refer to Table 2 to determine sample size.
4. **Acceptable Quality Level.** There must not be more than a 1% error rate between the written inventories and the actual physical amount of items on hand.
5. **Accept (AC)/Reject (Re) Numbers.** Refer to Table 3 to determine accept/reject numbers for sample size determined and AQL.
6. **Sample Procedure.** After the close of business on the last day of the month or as early as possible on the first day of the next month, obtain a copy of the Contractor's inventory sheets. Take the inventory sheets for each facility and number each line item beginning with the number 101. Determine the lot and sample size in accordance with paras. 2 and 3 above. Using the Random Number Table (Table 4) pick a group of numbers equal to the sample size between 101 and the last number on the inventory sheet. The numbers chosen are the line items that will be checked for accuracy and record these on the attached Inventory Accuracy Sheet. If the Contractor has not completed the inventory by the last day of the month the COR will make a list of items in inventory and will then select a random sample of items to inventory as above. This inventory will be compared to the Contractor's inventory when the Contractor's inventory is completed.
7. **Inspection Procedure.** Physically count the items randomly selected to check the Contractor's inventory accuracy and compare the Government inventory to the Contractor's inventory. If there is any variance, determine if there have been any additions or issues from the inventory of items being checked. The quantity listed on the inventory plus additions less issues must equal items on-hand.
8. **Performance Criteria.** Each of the facility inventories is treated separately for performance criteria application. The acceptance and rejection numbers must be determined each month for each separate inventory (Table 3). If the sample is rejected, conduct a 100% inventory with the Contractor, and adjust the inventory forms in accordance with the findings.

**Exhibit 21. Inventory Accuracy Sheet**

1. AQL: 1%
2. LOT SIZE:
3. SAMPLE SIZE:

4. ACCEPT: \_\_\_\_\_  
REJECT: \_\_\_\_\_

5. FACILITY: \_\_\_\_\_

(See 9.4 and 9.5)

Table 3. Single Sampling Plans for Normal Inspections (Master Table)

Sample size		Acceptable Quality Levels (Normal inspection)																																		
		0.010	0.015	0.025	0.040	0.065	0.10	0.15	0.25	0.40	0.65	1.0	1.5	2.5	4.0	6.5	10	15	25	40	65	100	150	250	400	650	1000									
Sample size code letter	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re								
A	2																0	1			1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31
B	3																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
C	5																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
D	6																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
E	12																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
F	20																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
G	32																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
H	50																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
I	80																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
K	125																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
L	200																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
M	315																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
N	500																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
P	800																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
Q	1250																0	1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45	
R	2000																1	2	3	4	5	6	7	8	10	11	14	15	21	22	30	31	44	45		

**SINGLE  
NORMAL**

- Use first sampling plan below error. If sample size equals, or exceeds, lot or batch size, do 100 percent inspection.
- ← Use first sampling plan above error.
- Ac = Acceptance number.
- Re = Rejection number.

### **The Random Number Table**

The random numbers in Table 4 are arranged in groups of five numbers (i.e., 58651, 25480, etc.). To use the table we begin by picking at random a group of numbers on any page of the table. This is usually done by closing the eyes and pointing with a pencil or finger to some initial group.

To identify additional random numbers we follow a pattern such as along a given row to its end and then along the next row to its end so on through the table until we select enough random numbers or until the table ends. If the table ends and there are still more numbers to select, we go back to the beginning of the table and continue using the same pattern.

Various patterns should be used alternately. For one sample we can use rows, for the next sample we can use columns, and for the third sample we can establish a diagonal pattern.

### **How to Insure Variety in the Use of the Random Number Table**

The use of variety in the Random Number Table insures that detectable patterns do not occur. Besides starting at different random points and alternating the patterns for finding a string of random numbers, the user may at some point in time wish to use the first significant digits instead of the last. For instance, in the random number group 59969 we have customarily used the last three digits, 969, when looking for a random number with three digits. But there is no reason why we could not for a period of time use the first three digits, 599, or the middle three digits, 996.

Success in the use of the tables requires not only consistency, but also variety. The above information should insure that the tables are properly used.

Table 4. Selected Random Numbers (00/000 — 29/750)

29132	15540	24106	00493	03175	15062	01704	23499
12359	28085	26174	28139	27000	06465	23475	12470
21263	29193	01090	29186	03478	25177	10662	04149
13453	19671	24659	27283	00271	18192	19449	25521
21016	21218	10309	18005	19490	27002	23032	10429
00437	19401	24266	13295	04594	14398	29342	04222
17016	03304	13073	21473	04268	08534	27626	20402
20500	29139	00336	29486	01611	01196	04723	27206
03172	06044	28483	23413	07276	03005	28179	06465
02283	23490	05015	05326	21604	03413	13375	20161
06347	23109	11628	12510	07529	17018	10631	06186
16065	18605	06127	00658	23454	15471	28412	22597
27046	25294	12495	08605	20687	12205	19204	06393
03049	16198	03389	00431	00533	16304	18190	28116
08600	11194	01233	02613	08419	02129	01196	10200
17052	08664	23645	16111	03407	17580	02123	21485
15366	23315	25459	25072	29683	09595	00566	10614
27569	21349	02158	26692	16637	27470	20045	27106
16388	04489	10171	00367	12005	08352	10397	13260
15575	06584	21541	12154	03661	22024	05175	18244
21262	11302	04514	20619	11606	23409	11061	05210
17028	16122	25370	24247	09107	16533	03446	06384
14035	15158	14255	27171	12475	01036	16162	03305
01110	11484	10262	29167	04010	02019	04381	16083
10461	26136	20379	19161	08355	29281	00514	00911
23309	28316	18065	07405	11133	06253	19322	07399
22109	20380	10268	14014	19325	14013	11087	02181
24041	25163	15021	11403	01119	20247	25332	15191
18288	09070	12302	00023	19152	28193	04235	17200
10192	16127	05041	20288	21031	09188	01220	20097
27267	04207	03061	05128	09035	06441	10086	21069
24210	09351	04111	08408	06156	19202	09035	02176
12060	23111	04569	00302	27203	07457	21480	00195
05374	27025	25206	13440	04452	21001	20726	28308
14603	10261	01198	27384	25139	15438	27229	15000
27229	17609	23249	28059	14257	01466	21311	18156
25142	22269	09065	00400	12276	27434	16304	19553
12056	16599	17604	29667	29641	17366	13638	17184
05548	22494	00147	02240	01277	11217	27504	13048
04381	24494	18009	21570	13084	20694	23118	23295
26133	15542	00021	21324	28002	20318	14291	12201
21406	00571	22159	13393	07042	17351	23381	09603
21270	25034	27659	20097	16606	06073	28299	04177

Table 4 (cont'd)

14129	05479	07085	02414	17035	17304	03125	04117
15108	09665	05201	07259	11529	09508	12304	09503
01665	27037	09005	14738	27410	00642	04657	01002
30560	10089	16044	12580	19456	10330	02141	03392
01187	10727	07081	18200	22400	08494	24660	11234
24060	01123	25412	24532	16170	19469	15237	16293
10556	06066	26498	21431	12236	00236	17235	27048
21283	07375	27190	01424	17131	13467	24600	08226
18578	01322	21651	10008	05581	23578	27620	25696
23316	20665	24214	02435	08598	25261	08256	05567
03578	24366	19093	05397	21305	00731	20415	06567
24117	16521	06623	26673	07491	12472	00373	14644
16601	13311	17114	14277	00369	20620	06475	04278
19466	29538	13471	12136	18671	19422	08566	03475
13647	10199	29013	10195	18204	08352	18262	17639
28632	20699	05688	03678	07186	02222	01319	17483
13662	12668	11338	12535	01522	11248	03477	29528
09637	17172	28284	08044	05033	24214	06304	13391
03580	09635	20283	22272	00114	24369	00543	05417
22480	06296	18358	05313	05639	24175	03590	25465
04228	29663	14380	22613	12408	19179	00257	06313
02621	02052	12169	21373	29408	23399	26462	28457
22315	25516	08491	25251	00071	27412	13542	13353
07504	27085	19689	18220	26622	01381	02654	29015
18319	27258	11296	29372	19554	21228	05006	07287
03699	03553	04546	10215	15108	27121	23029	02050
01458	09283	07363	06432	24387	15671	11089	22541
22133	03638	22351	17487	27029	10015	25240	00151
08431	28521	04292	09273	15183	29375	04018	15683
14100	01560	08641	20571	09612	27066	20227	18366
20613	21054	25472	13071	03637	08056	15487	18081
10223	10078	21150	07281	23023	01518	06678	07078
28543	20688	06633	11566	14154	23302	05592	14644
05258	02129	04667	28363	22093	13404	19264	29229
23040	13414	03004	21632	08309	00187	28063	05007
09282	08164	05172	03385	17176	06501	03435	14060
24122	17267	12202	10274	11220	03152	19121	05339
20094	01159	04037	02115	19019	00080	01291	07126
09279	06318	14387	16120	13141	19241	00008	18002
27124	12626	12272	08358	03264	16234	17395	09191
07082	20288	01304	10123	08007	24170	11303	04117
12585	09423	08708	25550	04412	09508	25140	09029
12515	01369	05522	11002	03112	18514	18525	05057

Table 4 (cont'd)

01592	18501	10361	01670	11261	01150	11306	13337
24412	24532	16170	12059	08403	05326	23152	16466
10026	16594	22004	13275	19655	12406	18354	22501
29075	17520	10284	06209	16159	22710	18308	00440
26130	05230	22496	11047	17353	07698	11343	17364
03284	26507	22628	15047	19302	27525	24188	25596
00152	02125	25453	01696	15333	10024	10129	18288
26459	23012	02494	26664	28108	28208	03570	11275
29368	21313	09196	20661	26422	24306	02510	11576
00627	24328	11504	21003	28265	17442	00126	11337
01255	18032	06401	14489	16201	17637	17042	23113
24541	05373	25665	13481	13488	06060	00449	06550
10133	12088	10457	29000	06626	23263	11306	01274
09700	21413	19257	18690	07263	04137	09469	02507
02064	25501	00683	02365	26510	12546	00489	15550
09482	00445	13131	06386	06398	10416	13659	10637
08072	11513	11312	24443	07089	21554	08514	26537
21179	10493	25093	24105	16128	05333	28600	13567
00261	26147	04109	08054	14321	10178	05124	03588
03661	29262	16104	18596	03063	12182	21448	09269
19038	23185	28271	06501	14384	13438	28198	09679
28230	29522	12507	11650	03594	26586	11307	19072
24210	16019	10455	14210	04285	01392	15077	02023
16435	12369	12451	12082	19087	18157	11161	16444
24334	13148	04226	21423	14088	16183	06401	22359
16031	24248	22311	23295	09152	16117	14297	18050
24486	17075	02312	05079	22218	11184	11023	19108
20418	20015	20365	22172	19094	22241	29179	18386
06266	10293	10156	14382	20043	10451	28136	14360
12455	22066	29433	00302	01227	09497	04454	10477
27150	16254	09299	24410	12304	13010	13048	19109
10184	25171	05142	27431	00066	18214	19056	22038
17521	08118	12310	13078	18153	00487	11418	09433
26402	06058	00015	23253	22201	04140	15210	12257
22321	01394	20039	02415	21128	27334	16427	22059
06360	02245	16329	13278	18039	03109	28128	23215
26314	20245	06291	08293	27162	19120	19224	18290
04153	09294	27207	15029	15378	21304	12498	03102
13403	05331	10139	20257	28178	15158	23042	00437
20342	03539	23041	22330	07045	04090	09340	17236
11016	02235	11315	26318	13110	20509	11274	09099
12256	00253	07306	21273	03254	26487	00306	25046
24240	01477	28232	04601	00282	29749	01010	15551

SECTION G  
CONTRACT ADMINISTRATION DATA

1. ADDRESS TO WHERE PAYMENT SHOULD BE MAILED

Bidders should indicate below the address to where payment should be mailed if such address is different from that shown on Page 1 of Section A.

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2. INVOICES AND PAYMENT

The Contractor will be paid monthly upon submittal of properly prepared invoices in quadruplicate to (insert office and place). Each invoice shall cite contract number, description of item invoiced with appropriate price extension and total monetary amount.

3. CONTRACT ADMINISTRATION

This Contract shall be administered by (Procuring activity, cite office, address, and telephone number)

4. CONTRACT INQUIRIES

Direct all inquiries regarding any resultant contract to the address cited in 3 above. Collect calls will not be accepted.

5. AVAILABILITY OF FUNDS

This Contract is subject to authorization of funds made available. (Procuring Activity-complete as required)

## SECTION H

### SPECIAL PROVISIONS

#### 1. CONTROLLING GAINS AND LOSSES IN THE SUBSISTENCE ACCOUNT

a. Each individual dining facility will operate within the authorized monetary allowance for subsistence, as specified in AR 30-1, Para. 3-73, except that a dining facility may, without monetary liability to the Contractor, exceed the authorized monetary allowance by an amount not in excess of 3% of the earned income reflected in column h (cumulative allowance) of DA Form 3980-R. The Contractor is responsible, as set forth in d below, for all losses shown in column k (monetary status) of DA Form 3980-R which exceeds 3% of the cumulative allowance shown in column h.

b. In determining the Contractor's liability for exceeding 3% of the earned income, each dining facility will be considered individually on a cumulative monthly basis. Payment by the Contractor for losses in excess of 3% of earned income will not reduce the amount of the cumulative loss carried forward in column k, DA Form 3980-R, below 3% of earned income. Gains in one dining facility may not be used to offset losses in another dining facility.

c. Cumulative gains, as shown in column k, DA Form 3980-R, should not exceed 3% of the cumulative allowance, shown in column h, DA Form 3980-R. Cumulative gains in excess of 3% of earned income may be considered indicative of improper management control or improper utilization of Government subsistence by the Contractor.

d. Whenever the Food Service Contractor deviates from the subsistence allowance by more than 3% in any month (whether a gain or a loss) for any individual dining facility, the Contractor shall furnish a statement, in writing, to the Contracting Officer, through the Food Service Officer, within three workdays after the last day of the month. The Contractor's statement must include the factors contributing to the condition and the corrective action to be taken to prevent recurrence.

1. If the Contracting Officer determines that the losses in excess of 3% in any individual dining facility were due to the Contractor's failure to properly conserve and use subsistence items or account for losses from the storerooms, funds will be deducted from the monthly payment due the Contractor in the amount that the expenditures in any individual dining facility exceed 3% of the authorized subsistence allowance for that month.

2. If the Contracting Officer determines that the losses in excess of 3% in any individual dining facility were not the result of mismanagement, but were caused by circumstances beyond the Contractor's control, the amount in excess of the 3% allowance, or a portion thereof, depending on the circumstances, may be waived from collection. However, the Contractor shall be expected to offset excessive losses by prudent management in subsequent months to bring the monthly cumulative loss within the 3% of earned income.

**2. PRICE ADJUSTMENTS FOR MEAL VOLUME VARIATIONS AND COMPUTATION FOR  
MONTHLY PAYMENTS**

a. The wording for the clause is dependent on the bid schedule to be used — See Bid Schedules examples 1, 2 and 3 for subject clause.

**3. OTHER SPECIAL PROVISIONS**

Other special provisions that may be included (but not restricted to) in this section are listed below and should be used, as appropriate, to meet individual installation requirements.

OPTION TO EXTEND THE TERM OF THE CONTRACT  
UNION AGREEMENTS  
PERFORMANCE AND PAYMENT BONDS  
CONTRACTOR CHANGEOVER  
PERIODIC PROGRESS MEETINGS  
SUBMISSION OF PAYROLL DATA IN SUPPORT OF NEGOTIATIONS FOR CONTRACT  
INSURANCE  
SUPERVISION AND CONTROL  
RESPONSIBILITY FOR CONDUCTING CONTRACT  
AVAILABILITY OF FACILITY TO INCOMING CONTRACTOR  
USE, CONSERVATION, AND RESPONSIBILITY FOR GOVERNMENT PROPERTY  
IDENTIFICATION OF EMPLOYEES  
PHASE-OUT  
SCOPE OF WORK  
CONTRACTOR PERSONNEL  
IDENTIFICATION OF EMPLOYEES  
CONTRACTOR VEHICLES

## SECTION M

### EVALUATION FACTORS FOR AWARD

#### 1. Evaluation of Bids

For purposes of determining low bidder, all item amounts in Section B will be totaled and divided by the estimated number of meals to determine the evaluation price per meal for the contract period. The evaluation price is used only to determine the low bidder. Contract payments will be in accordance with clause entitled Price Adjustments for Meal Volume Variations and Computations for Monthly Payments.

Any bid or proposal which is materially unbalanced as to prices may be rejected as nonresponsive. An unbalanced bid or proposal is one which is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

#### 2. Financial and Technical Ability

If a bid submitted in response to this solicitation is favorably considered, a two-part preaward survey may be conducted to determine the bidder's ability to perform. Part one will be conducted by representatives of the (insert name of office) who may contact the bidder to determine financial capability to perform. Current financial statements and pertinent data shall be made available at that time. Part two of the survey will be conducted at the contract site shortly after bid opening by personnel of the installation procurement office. The bidder will be requested to be present or to have management officials of the appropriate level present that are authorized to represent the bidder. The bidder's Project Manager should be available to respond to questions raised during the survey. The bidder or his authorized representative should be prepared to present a briefing regarding the manner in which contractual obligations will be met.

A written copy of the presentation with backup data to substantiate information provided must be submitted to the Contracting Officer five work days before the presentation. As a minimum, the following items of information should be addressed in the presentation.

1. Startup and phase-in schedule.
2. Key personnel letters of intent and resumes.
3. Availability of labor force, plan for recruiting, type and extent of training.
4. The role of Project Manager and the extent of his/her authority.
5. Organizational and functional charts reflecting line of management responsibility and authority.

6. Manning charts in a format requested by the Contracting Officer (only to be used to assure that workload, peak workload periods, and trained personnel for each station is understood by bidder).
7. Plans and management procedures for logistical administrative support for all functions; i.e., Contractor-furnished supplies and equipment and procedures for timely payment of personnel.
8. Plan for initial processing of employees for medical certificates for food handlers.
9. Procedures to be used to assure contract requirements are met — Quality Control Program.
10. Corporate operating experience as evidenced by past and present contracts.
11. Knowledge of all pertinent local laws and regulations applicable to full food service operations and food sanitation.
12. Other contracts successfully bid on and performed.

### 3. Award

Only one contract will be awarded as a result of this solicitation. Bids offering less than all of the services solicited will not be acceptable. Award will be made to the most responsible and responsive bidder with the lowest bid.

**NAME OF OFFEROR OR CONTRACTOR**

### Bid Schedule-Example 1

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Part II Sect. B	The Schedule Supplies/Services, and Prices  (see Note 1) through (see Note 1) Base Period Day Mo Yr Day Mo Yr				
	The Contractor shall furnish full food service at _____ in dining facilities _____ in accordance with the description of such services as detailed in Section C. A description of each dining facility and estimated average number of meals to be prepared and served and the estimated extended meal service hours per month for each facility is found in Bid Schedule attachments Number _____ thru _____ (see Notes 2, 6, and 7). A Bid Schedule shall be completed for each dining facility.				
	<u>Part A</u>				
0001	Base Price for the contract period to serve 90 percent to 110 percent of monthly estimated meals (see Notes 3 and 4) in Dining Facility No. _____.				
	<u>Month</u>				
	Jan		MO	\$	
	Feb		MO	\$	
	Mar		MO	\$	
	Apr		MO	\$	
	May		MO	\$	
	Jun		MO	\$	
	Jul		MO	\$	
	Aug		MO	\$	
	Sep		MO	\$	
	Oct		MO	\$	
	Nov		MO	\$	
	Dec		MO	\$	
	<u>Estimated Bid Price for Contract Period</u> (Sum of Individuals Months)			\$	

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	<p>Price per meal to be added to the base price for each meal served in excess of 110 percent but not in excess of 115 percent of the estimate for that month (see Note 3) in Dining Facility No. _____. Bid price per meal multiplied by estimated variance (see Note 5) equals bid price.</p>	Estimated Variance		Price Per Meal	Estimated Total
	<u>Estimated Bid Price</u>		ML	\$	\$
0001AB	<p>Price per meal to be deducted from the base price when actual meals served are less than 90 percent but not less than 85 percent of the estimate for that month (see Note 3) in Dining Facility No. _____. Any bid in which the price per meal is not equal to or less than the price per meal bid in 0001AA is considered to be an unbalanced bid and will be rejected (see Section M). Bid price per meal times estimated variance (see Note 5) equals bid price.</p>	Estimated Variance		Price Per Meal	Estimated Total
	<u>Estimated Bid Price</u>		ML	\$	\$
0001AC	<p>Hourly rate to provide extended meal service for other than stated operating hours in Dining Facility No. _____. (see Notes 3, 6 and 7).</p>	Estimated Hours		Price Per Hour	Estimated Total
	<u>Estimated Bid Price</u>		HR	\$	\$

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Estimated bid price for Dining Facility No. _____				
	<u>Bid Price 0001</u>				\$ _____
	<u>Bid Price 0001AA</u>				\$ _____
	<u>Bid Price 0001AC</u>				\$ _____
	<u>Total 0001, 0001AA and 0001AC</u> _____				\$ _____
	<u>Less Bid Price 0001AB</u>				\$ _____
	<u>TOTAL</u> _____				
	<u>Part B</u>  When the number of meals served in any calendar month is less than 85 percent or more than 115 percent of the estimated requirements, the price per meal will be renegotiated.  Complete Bid Schedules for balance of dining facilities covered in solicitation per above procedure.	Estimated Meals	Per Meal	Estimated** Total	
	<u>Total Contract Bid Price</u> (see Note 8 and Section M)				
	* Sum of estimated meals for all dining facilities				
	** Sum of estimated bid prices for all dining facilities				
	<u>Notes</u>  Note 1: Insert the base period to be covered by contract. When option periods beyond the base period are part of the contract document, each option period will be listed as a separate item number following the same format as used for the base period.				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																
	<p>Note 2: Insert installation name, all dining facilities by building number or description and numbers of Bid Schedule attachments listing estimated average number of meals to be prepared and served per month and estimated extended meal service hours in each dining facility. This solicitation must specify the estimated number of meals served and an estimate of extended meal service hours for each month at each dining facility.</p> <p>Note 3: Offerors must insert a fixed base price for each month of the contract period covered in 0001 of the Bid Schedule, a per meal price in 0001AA and 0001AB, and an hourly rate and extended amount in 0001AC. Per meal prices in 0001AA and 0001AB must be extended by the Government estimated variance.</p> <p>Note 4: The percentage values used in 0001 of the bid schedule are for example only. Actual values should be adjusted to tailor and meet individual meal serving range of each installation. Any adjustments to the percentages should consider the following:</p> <table><thead><tr><th><u>Estimated Number of Meals Served Monthly</u></th><th><u>Percent of Variation Without Adjustment</u></th></tr></thead><tbody><tr><td>600,000 and above</td><td>3</td></tr><tr><td>400,000 - 599,999</td><td>4</td></tr><tr><td>200,000 - 399,999</td><td>5</td></tr><tr><td>100,000 - 199,999</td><td>6</td></tr><tr><td>50,000 - 99,999</td><td>10</td></tr><tr><td>25,000 - 49,999</td><td>15</td></tr><tr><td>24,999 and below</td><td>20</td></tr></tbody></table>	<u>Estimated Number of Meals Served Monthly</u>	<u>Percent of Variation Without Adjustment</u>	600,000 and above	3	400,000 - 599,999	4	200,000 - 399,999	5	100,000 - 199,999	6	50,000 - 99,999	10	25,000 - 49,999	15	24,999 and below	20				
<u>Estimated Number of Meals Served Monthly</u>	<u>Percent of Variation Without Adjustment</u>																				
600,000 and above	3																				
400,000 - 599,999	4																				
200,000 - 399,999	5																				
100,000 - 199,999	6																				
50,000 - 99,999	10																				
25,000 - 49,999	15																				
24,999 and below	20																				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>Note 5: This number is equivalent to 5 percent of the total estimated number of meals to be served during the contract period as set out in 0001 of the Bid Schedule. The estimated variance is included for evaluation purposes and is not an estimated quantity nor a guarantee that such a variance will in fact be experienced.</p> <p>Note 6: Extended meal service includes extension of meal serving periods resulting in extending stated operating hours of the dining facility as well as operating the dining facility at other than stated operating hours because of special mission requirements or special situations brought about by an unpredictable occurrence (see Section C paras 1.3.4 and 1.3.5).</p> <p>Note 7: The meal estimates and extended meal service hours can be influenced by unpredictable occurrences. The estimates provided are included for evaluation purposes and are not a guarantee that the estimate will be experienced or will not be exceeded.</p> <p>Note 8: The sum of the individual bid prices for all dining facilities divided by the sum of the individual meal estimates for all dining facilities equals the per meal price for evaluation purposes.</p>				

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p><u>PRICE ADJUSTMENTS FOR MEAL VOLUME VARIATIONS AND COMPUTATION FOR MONTHLY PAYMENTS</u></p> <p>Each month the aggregate actual number of meals served will be compared to the aggregate number of meals estimated to be served listed in 0001 of the Bid Schedule for each dining facility. Unless otherwise provided herein, price adjustment for meal volume variations and computation of monthly payment for each dining facility will be computed as follows:</p> <p>(1) There will be no price adjustment for variations in the number of meals served unless such variations are greater than 10 percent (plus or minus) from the estimated monthly total.</p> <p>(2) When the actual number of meals served is not less than 90 percent or more than 110 percent of the estimate, the Contractor will be paid the base price for the month.</p> <p>(3) When the actual number of meals served exceed 110 percent but not 115 percent of the estimate, the Contractor will be paid the base price for the month plus a sum determined by multiplying the price per meal bid in 0001AA of the Bid Schedule by the actual number of meals served in excess of 110 percent but not 115 percent.</p> <p>(4) When the actual number of meals served exceed 115 percent of the estimate, the Contractor will be paid the price for serving 115 percent of the estimate as calculated under paragraph 3, plus a sum determined by</p>				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>multiplying a price per meal, negotiated between the Contractor and Contracting Officer, by the actual number of meals served in excess of 115 percent. In no event, will the price paid to the Contractor for each meal served in excess of 115 percent of the estimate exceed the price per meal bid in 0001AA of the Bid Schedule.*</p> <p>(5) When the actual number of meals served is less than 90 percent but not less than 85 percent of the estimate, the Contractor will be paid the base price for the month less a sum calculated by multiplying the price per meal bid in 0001AB of the Bid Schedule, by the number of meals that represent the difference between the actual number of meals served and 90 percent of the estimate.</p> <p>(6) When the actual number of meals served is less than 85 percent of the estimate the Contractor will be paid the price for serving 85 percent of the estimate, as calculated under paragraph 5, less a sum calculated by multiplying a price per meal, negotiated by the Contractor and Contracting Officer, by the number of meals that represents the difference between the actual number of meals served and</p> <p>* When meal volume increases beyond a certain level, economies of scale should permit a price per meal that is less than what would have been paid if the actual number of meals served were not in excess of 115 percent of the estimate.</p>				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>85 percent of the estimate. In no event will the price negotiated result in a payment that would exceed the payment the Contractor would have received had the actual number of meals served been 85 percent of the months estimate.*</p> <p>(6) <u>Alternate Paragraph.</u> When the actual number of meals served is less than 85 percent of the estimate the Contractor will be paid a sum determined by multiplying a price per meal, negotiated between the Contractor and Contracting Officer, by the actual number of meals served. In no event will the price negotiated result in a payment that would exceed the payment the Contractor would have received had the actual number of meals served been 85 percent of the months estimate.</p> <p>(7) Adjustments in price, by reason of this clause, will be made only at the end of each calendar month for the meals served during that month and daily fluctuations will not be considered except as they affect the monthly total.</p> <p>* When meal volume decreases below a certain level, a price per meal may be required that reflects an increase in the price above that which would have been paid if the actual number of meals served were not less than 85 percent of the monthly estimate, to permit the Contractor to recoup fixed costs and a reasonable profit established on the basis of Government provided estimates.</p>				

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>(8) For the purpose of evaluating any price adjustments pursuant to this clause, determinations of monthly variations in volume of actual meals served will exclude all Contractor employee meals served.</p> <p>(9) This clause is the exclusive basis for payment to the Contractor for variations in actual meals served in a given month from the number of meals estimated to be served. In no event will the variation of meals actually served from the estimates contained in the Bid Schedule be a basis for an equitable adjustment other than as provided for in the clause.</p> <p>(10) In addition to the adjustments in monthly payment provided for in paragraph (9) above, based on changes in the contract estimate, the Contracting Officer may, by written order, direct changes in the scope of the work within this contract. Such changes include, but are not limited to, adding or deleting serving lines, increasing or decreasing the hours of operating the serving lines, or adding or deleting dining halls. If any changes cause an increase or decrease in the cost of performance for any part of the work in this contract, the Contracting Officer will negotiate an equitable adjustment in accordance with the change clauses of this contract and increase or decrease as appropriate the price of the contract.</p>				

### NAME OF OFFICER OR ORGANIZATION

### Bid Schedule Example 2

ITEM NO	SUPPLIES SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																																			
Part II Sect 3	<p>The Schedule Supplies/Services, and Prices</p> <p style="text-align: center;">(see Note 1) through (see Note 1)</p> <p>Base Period      Day    Mo    Yr      Day    Mo    Yr</p> <p>The Contractor shall furnish full food services at _____ in dining facilities _____ in accordance with the description of such services as detailed in Section C. A description of each dining facility and estimated average number of meals to be prepared and served and the estimated extended meal service hours per month for each facility is found in Bid Schedule attachments Number _____ thru _____, (see Notes 2, 5 and 6). A Bid Schedule shall be completed for each dining facility</p> <p><u>Part A</u></p>																																							
0001	<p>Base price for each month of the contract period to serve the indicated percentage range of monthly estimated meals (see Notes 3 and 4), in Dining Facility No. _____.</p> <table> <thead> <tr> <th>Month</th> <th>Estimated Meals</th> <th>Percentage Ranges</th> <th>MO</th> <th>\$</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>_____</td> <td>More than 70% but less than 80%</td> <td>MO</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>More than 80% but less than 90%</td> <td>MO</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>More than 90% but less than 100%</td> <td>MO</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>More than 100% but less than 110%</td> <td>MO</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>More than 110% but less than 120%</td> <td>MO</td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>More than 120% but less than 131%</td> <td>MO</td> <td>\$</td> </tr> </tbody> </table> <p><u>Estimated Bid Price Total For Month of January</u> (Sum of Individual Percentage Ranges Divided by 6)</p> <p>Repeat Procedure for Balance of Months Covered under Contract Period.</p>	Month	Estimated Meals	Percentage Ranges	MO	\$	Jan	_____	More than 70% but less than 80%	MO	\$			More than 80% but less than 90%	MO	\$			More than 90% but less than 100%	MO	\$			More than 100% but less than 110%	MO	\$			More than 110% but less than 120%	MO	\$			More than 120% but less than 131%	MO	\$				
Month	Estimated Meals	Percentage Ranges	MO	\$																																				
Jan	_____	More than 70% but less than 80%	MO	\$																																				
		More than 80% but less than 90%	MO	\$																																				
		More than 90% but less than 100%	MO	\$																																				
		More than 100% but less than 110%	MO	\$																																				
		More than 110% but less than 120%	MO	\$																																				
		More than 120% but less than 131%	MO	\$																																				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Hourly rate to provide extended meal service as requested by Contracting Officer for other than stated operating hours in Dining Facility No. _____ (see Notes 3, 5 and 6).	Estimated Hours		Price Per Hour	Estimated Total
			Hr	\$	\$
	Estimated bid price for Dining Facility No. _____				
	<u>Bid Price 0001*</u>				\$
	<u>Bid Price 0001AA</u>				\$
	<u>Total 0001 plus 0001AA</u>				\$
	* Sum of bid price amounts for individual months in contract period.				
	<u>Part B</u>				
	When the number of meals served in any calendar month is less than 70 percent or more than 130 percent of the estimated requirements, a price per meal will be renegotiated.				
	<u>Complete Bid Schedules for Balance of Dining Facilities Covered in Solicitation Per Above Procedure</u>	Estimated Meals		Per Meal	Estimated** Total
	<u>Total Contract Bid Price</u> (see Note 7 and Section M)	ML	\$	\$	
	* Sum of estimated meals for all dining facilities				
	** Sum of estimated bid prices for all dining facilities				

STANDARD FORM 36, JULY 1966 GENERAL SERVICES ADMINISTRATION FED. REG. 41 CFR 1-16-101 EXCEPTION TO SF 36 APPROVED 30 MAR 1977		CONTINUATION SHEET		PAGE NO OF DOC BEING CONT'D		PAGE 3
NAME OF OFFEROR OR CONTRACTOR						
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
	<p><u>Notes</u></p> <p>Note 1: Insert the base period to be covered by contract. When option periods beyond the base period are part of the contract document, each option period will be listed as a separate item number following the same format as used for the base period.</p> <p>Note 2: Insert installation name, all dining facilities by building number or description and numbers of Bid Schedule attachments listing estimated average number of meals to be prepared and served per month and estimated extended meal service hours in each dining facility. This solicitation must specify the estimated number of meals served and an estimate of extended meal service hours for each month at each dining facility.</p> <p>Note 3: Offerors must insert a fixed amount for each percentage range and month of the contract period covered in 0001, and an hourly rate and extended amount in 0001AA.</p> <p>Note 4: The percentage values used in 0001 of the bid are for example only. Actual values should be adjusted to tailor and meet individual meal serving range of each installation according to the following:</p>					

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Estimated Number of Meals Served Monthly	Percent of Variation Without Adjustment			
	600,000 and above	3			
	400,000 - 599,999	4			
	200,000 - 399,999	5			
	100,000 - 199,999	6			
	50,000 - 99,999	10			
	25,000 - 49,999	15			
	24,999 and below	20			
	Note 5: Extended meal service includes extension of meal serving periods resulting in extending stated operating hours of the dining facility as well as operating the dining facility at other than stated operating hours because of special mission requirements or special situations brought about by an unpredictable occurrence (see Section C, Para 1.3.4 and 1.3.5).				
	Note 6: The meal estimates and extended meal service hours can be influenced by unpredictable occurrences. The estimates provided are included for evaluation purposes and are not a guarantee that the estimates will be experienced or will not be exceeded.				
	Note 7: The sum of the individual bid prices for all dining facilities divided by the sum of the individual meal estimates for all dining facilities equals the per meal price for evaluation purposes.				

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p><u>PRICE ADJUSTMENTS FOR MEAL VOLUME VARIATIONS AND COMPUTATION FOR MONTHLY PAYMENTS</u></p> <p>Each month the aggregate actual number of meals served will be compared to the aggregate number of meals estimated to be served listed in 0001 of the Bid Schedule for each dining facility. Unless otherwise provided herein, price adjustments for meal volume variations and computation of monthly payment for each dining facility will be computed as follows:</p> <p>(1) There will be no price adjustment for variations in the number of meals served per month unless such variations are greater than the percentage ranges detailed in 0001 of the Bid Schedule.</p> <p>(2) When the actual number of meals served falls within one of the percentage ranges for the months estimate, the Contractor will be paid the base price for the month for that range.</p> <p>(3) When the actual number of meals served exceed 130 percent of the estimate, the Contractor will be paid the price for serving 130 percent of the estimate as calculated under Para 2, plus a sum determined by multiplying a price per meal negotiated between the Contractor and Contracting Officer, by the actual number of meals served in excess of 130 percent of the estimate. In no event will the price per meal negotiated result in a payment that would exceed the payment the</p>				

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>Contractor would have received had the actual number of meals served been 130 percent of the months estimate.*</p> <p>(4) When the actual number of meals served is less than 70 percent of the estimate, the Contractor will be paid a sum determined by multiplying a price per meal, negotiated between the Contractor and the Contracting Officer, by the actual number of meals served. In no event will the price negotiated result in a payment that would exceed the payment the Contractor would have received had the actual number of meals served been 70 percent of the months estimate.**</p> <p>* When meal volume increases beyond a certain level, economies of scale should permit a price per meal that is less than what would have been paid if the actual number of meals served were not in excess of 130 percent of the estimate.</p> <p>** When meal volume decreases below a certain level, a price per meal may be required that reflects an increase in the price above that which would have been paid if the actual number of meals served were not less than 70 percent of the estimate, to permit the Contractor to recoup fixed costs and a reasonable profit established on the basis of Government provided estimates.</p>				

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ITEM NO.	SUPPLIES, SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	(5) Adjustments in price, by reason of this clause, shall be made only at the end of each calendar month for the meals served during that month and daily fluctuations shall not be considered except as they affect the monthly total.				
	(6) For the purpose of evaluating any price adjustments pursuant to this clause, determinations of monthly variations in volume of actual meals served shall exclude all Contractor employee meals served.				
	(7) This clause is the exclusive basis for payment to the Contractor for variations in actual meals served in a given month from the number of meals estimated to be served. In no event will the variation of meals actually served from the meal estimates contained in 0001 of the Bid Schedule be a basis for an equitable adjustment other than as provided for in the clause.				
	(8) In addition to the adjustments in monthly payment provided for in Para (7) above, based on changes in the contract estimate, the Contracting Officer may, by written order, direct changes in the scope of the work within this contract. Such changes include, but are not limited to, adding or deleting serving lines, increasing or decreasing the hours of operating the serving lines, or adding or deleting dining halls. If any changes cause an				

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	increase or decrease in the cost of performance for any part of the work in this contract, the Contracting Officer will negotiate an equitable adjustment in accordance with the change clauses of this contract and increase or decrease as appropriate the price of the contract.				

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Bid Schedule Example 3

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Part II Sect B	The Schedule Supplies/Services, and Prices  (see Note 1) through (see Note 1) Base Period Day Mo Yr Day Mo Yr				
0001	The Contractor shall furnish full food services at _____ in dining facilities _____ in accordance with the description of such services as detailed in Section C. A description of each dining facility and the estimated average number of meals to be prepared and served and the estimated extended meal service hours per month for each is found in Bid Schedule attachments Number _____ thru _____ (see Notes 2,5 & 6). A Bid Schedule shall be completed for each Part A Dining Facility Base Price for the contract period to serve 85 percent to 115 percent of monthly estimated meals (see Notes 3 and 4). in Dining Facility No. _____  <u>Month</u> Jan _____ MO \$ Feb _____ MO \$ Mar _____ MO \$ Apr _____ MO \$ May _____ MO \$ Jun _____ MO \$ Jul _____ MO \$ Aug _____ MO \$ Sep _____ MO \$ Oct _____ MO \$ Nov _____ MO \$ Dec _____ MO \$  <u>Estimated Bid Price for Contract Period</u> (Sum of Individual Months)				\$

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001A	Hourly rate to provide extended meal service as requested by Contracting Officer for other than stated operating hours in Dining Facility No. _____ (see Notes 3, 5, and 6).	Estimated Hours	Hr	Price Per Hour	Estimated Total
	Estimated Bid Price for Dining Facility No. _____			\$	\$
	Bid Price 0001			\$	\$
	Bid Price 0001AA			\$	\$
	Total 0001 plus 0001AA			\$	\$
<u>Part B</u>					
When the number of meals served in any calendar month is less than 85 percent or more than 115 percent of the monthly meal estimate, the price per meal will be renegotiated.					
<u>Complete Bid Schedules for Balance of Dining Facilities Covered in Solicitation per Above Procedure</u>					
<u>Total Contract Bid Price</u> (see Note 7 and Section M)					
* Sum of estimated meals for all dining facilities					
** Sum of estimated bid prices for all dining facilities					
<u>NOTES</u>					
Note 1: Insert the base period to be covered by contract. When option periods beyond the base period are part of the contract document, each option period will be listed as a separate item number following the same format as used for the base period.					

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																
	<p>Note 2: Insert installation name, all dining facilities by building number or description and numbers of Bid Schedule attachments listing estimated average number of meals to be prepared and served per month and estimated extended meal service hours in each dining facility. This solicitation must specify the estimated number of meals served and an estimate of extended meal service hours for each month at each dining facility.</p> <p>Note 3: Offerors must insert a per meal price for each month of the contract period covered in 0001 of the Bid Schedule, and an hourly rate for extended meal service hours in 0001AA.</p> <p>Note 4: The percentage values used in 0001 of the bid schedule are for example only. Actual values should be adjusted to tailor and meet individual meal serving range of each installation. Any adjustments to the percentages should consider the following:</p> <table><thead><tr><th><u>Estimated Number of Meals Served Monthly</u></th><th><u>Percent of Variation Without Adjustment</u></th></tr></thead><tbody><tr><td>600,000 and above</td><td>3</td></tr><tr><td>400,000 - 599,999</td><td>4</td></tr><tr><td>200,000 - 399,999</td><td>5</td></tr><tr><td>100,000 - 199,999</td><td>6</td></tr><tr><td>50,000 - 99,999</td><td>10</td></tr><tr><td>25,000 - 49,999</td><td>15</td></tr><tr><td>24,999 and below</td><td>20</td></tr></tbody></table>	<u>Estimated Number of Meals Served Monthly</u>	<u>Percent of Variation Without Adjustment</u>	600,000 and above	3	400,000 - 599,999	4	200,000 - 399,999	5	100,000 - 199,999	6	50,000 - 99,999	10	25,000 - 49,999	15	24,999 and below	20				
<u>Estimated Number of Meals Served Monthly</u>	<u>Percent of Variation Without Adjustment</u>																				
600,000 and above	3																				
400,000 - 599,999	4																				
200,000 - 399,999	5																				
100,000 - 199,999	6																				
50,000 - 99,999	10																				
25,000 - 49,999	15																				
24,999 and below	20																				

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>Note 5: Extended meal service includes extension of meal serving periods resulting in extending stated operating hours of the dining facility as well as operating the dining facility at other than stated operating hours because of special mission requirements or special situations brought about by an unpredictable occurrence (see Section C Para 1.3.4 and 1.3.5).</p> <p>Note 6: The meal estimates and extended meal service hours can be influenced by unpredictable occurrences. The estimate provided are included for evaluation purposes and are not a guarantee that the estimate will be experienced or will not be exceeded.</p> <p>Note 7: The sum of the individual bid prices for all dining facilities divided by the sum of the individual meal estimates for all dining facilities equals the per meal price for evaluation purposes.</p>				

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	<p><u>PRICE ADJUSTMENTS FOR MEAL VOLUME VARIATIONS AND COMPUTATION FOR MONTHLY PAYMENTS</u></p> <p>Each month the aggregate actual number of meals served will be compared to the aggregate number of meals estimated to be served as detailed in 0001 of the Bid Schedule for each dining facility. Unless otherwise provided herein, price adjustments for meal volume variations and computation of monthly payment for each dining facility will be computed as follows:</p> <p>(1) There will be no price adjustment for variations in the number of meals served per month unless such variations are greater than 15 percent (plus or minus) from the estimated monthly total.</p> <p>(2) When the actual number of meals served is not less than 85 percent or more than 115 percent of the month's estimate, the Contractor will be paid the base price for the month in accordance with 0001 of the Bid Schedule.</p> <p>(3) When the actual number of meals served in a month varies by more than 15 percent from the estimate, a price per meal will be renegotiated. The Contractor's payment will be a sum determined by multiplying the price per meal negotiated by the actual number of meals served.</p> <p>(4) In no event will the price per meal paid to the Contractor, when actual meals served are in excess of 115 percent of the estimate exceed the price the Contractor would have received</p>				

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	<p>had the actual number of meals served been 115 percent of the estimate. *</p> <p>(5) In no event will the payment to the Contractor, when actual meals are less than 85 percent of the estimate, exceed the payment the Contractor would have received had the actual number of meals served been 85 percent of the estimate. **</p> <p>* When meal volume increases beyond a certain level, economies of scale should permit a price per meal that is less than what would have been paid if the actual number of meals served were not in excess of 115 percent of the monthly estimate.</p> <p>** When meal volume decreases below a certain level, a price per meal may be required that reflects an increase in the price above that which would have been paid if the actual number of meals served were not less than 85 percent of the estimate, to permit the Contractor to recoup fixed costs and a reasonable profit established on the basis of Government provided estimates.</p>				

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	(6) Adjustments in price, by reason of this clause, will be made only at the end of each calendar month for the meals served during that month and daily fluctuations will not be considered except as they affect the monthly total.				
	(7) For the purpose of evaluating any price adjustments pursuant to this clause, determinations of monthly variations in volume of actual meals served must exclude all Contractor employee meals served.				
	(8) This clause is the exclusive basis for payment to the Contractor for variations in actual meals served in a given month from the number of meals estimated to be served. In no event will the variation of meals actually served from the meal estimates contained in 0001 of the Bid Schedule be a basis for an equitable adjustment other than as provided for in the clause.				
	(9) In addition to the adjustments in monthly payment, provided for in paragraph (8) above, based on changes in the contract estimate, the Contracting Officer may, by written order, direct changes in the scope of the work within this contract. Such changes include, but are not limited to, adding or deleting serving lines, increasing or decreasing the hours of operating the serving lines or adding or deleting dining halls. If any changes cause an				

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	increase or decrease in the cost of performance for any part of the work in this contract, the Contracting Officer will negotiate an equitable adjustment in accordance with the change clauses of this contract and increase or decrease as appropriate the price of the contract.				

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